

SIMnet - Students

SIMnet Student - Instant Help

McGraw Hill's SIMnet is an easy-to-use online training and assessment solution for Microsoft Office. It provides students with life-long access in their personal 👉 [Library](#) and unlimited practice on Microsoft Word, Excel, Access, PowerPoint, and Outlook in addition to browsers, file management, and operating systems content.

Learn about SIMnet from a real student's perspective.



McGraw-Hill's SIMnet from a Student's Perspective

<https://www.youtube.com/embed/Q3Bu4h1VDaA>

Get started by reviewing the topics below



The Home Page

</getting-started/home-page>



Self Registration

</registration/self-registration>



Buy Online

</registration/buy-online>



LMS Integrations

</registration/registration-integration>

→ **SIMnet Navigation**

</getting-started/exploring-simnet/simnet-navigation>

→ **SIMbook Navigation**

</getting-started/exploring-simbooks/simbook-navigation>

→ **Digital Credentials**

</getting-started/digital-credentials>


→ **Getting Support**

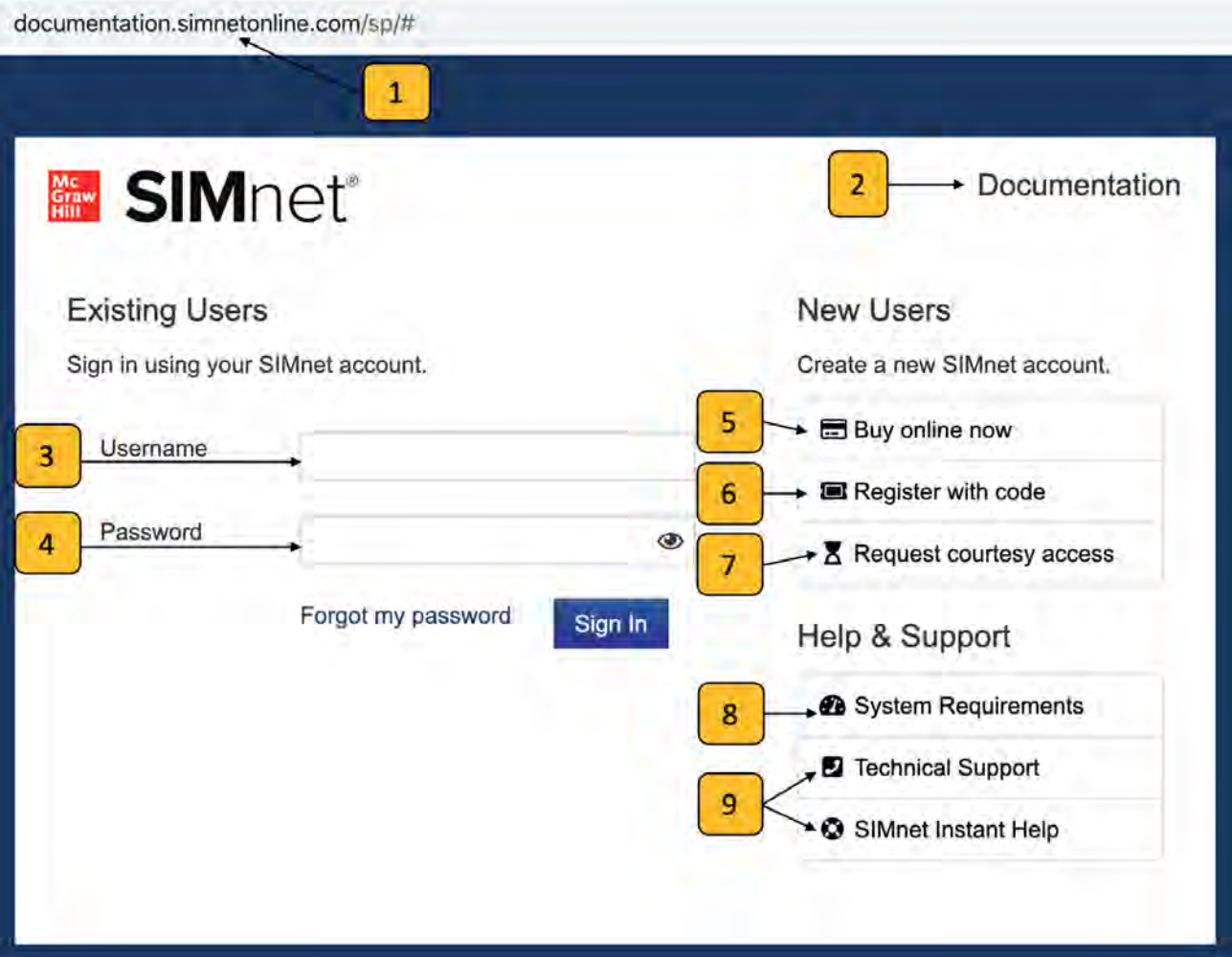
</important-links/mh-support>

Getting Started

The Home Page

Accessing your SIMnet course starts with the SIMnet Home Page. On the Home Page you can sign in to your account, purchase access to your online materials, register, and get help.

!  **Warning:** Each school has a different SIMnet website, so be sure to confirm you are visiting your school's SIMnet Home Page by reviewing the browsers address bar and school name displayed on screen.



The screenshot shows the SIMnet Home Page with the following elements and numbered callouts:

- 1**: Points to the address bar showing `documentation.simnetonline.com/sp/#`.
- 2**: Points to the **Documentation** link in the top right corner.
- 3**: Points to the **Username** input field under the **Existing Users** section.
- 4**: Points to the **Password** input field under the **Existing Users** section.
- 5**: Points to the **Buy online now** link under the **New Users** section.
- 6**: Points to the **Register with code** link under the **New Users** section.
- 7**: Points to the **Request courtesy access** link under the **New Users** section.
- 8**: Points to the **System Requirements** link under the **Help & Support** section.
- 9**: Points to the **Technical Support** and **SIMnet Instant Help** links under the **Help & Support** section.

Other visible elements include the **Mc Graw Hill SIMnet** logo, the **Existing Users** section with the text "Sign in using your SIMnet account.", the **New Users** section with the text "Create a new SIMnet account.", a **Forgot my password** link, a **Sign In** button, and an eye icon for password visibility.

The SIMnet Home Page

Existing Users - Viewing your school's website and signing in

1. 🕸 Your school's custom website address

Every school has its own unique SIMnet website that follows the format *https://yourschool.simnetonline.com*. Before signing in or creating a new account be sure you are visiting the correct website.

2. 🏠 Your school's name

Your school's name should be displayed in the upper right hand corner of the website. If this name doesn't match your school, ensure you are visiting the correct website as described in #1.

3. 👤 Your username

Enter the username you were provided in the Welcome to SIMnet email you received. This field is not case sensitive.


4. 🔑 Your password

Enter the password you selected during registration or were provided in the Welcome to SIMnet email you received. Click the 👁 to see the password in plain text. Click the Sign In button to continue.


New Users - Registering for SIMnet

! 🧑 **Warning:** If you already have a SIMnet username because you've already taken a course in SIMnet or have an expired Courtesy Access account use your


existing username. Don't create a second account as your grades will not carryover to a second account.

 Your school may have disabled some of the options below in an effort to ensure that you register for SIMnet in the way that will work best for your course.


5. **Buy online now**

If you don't already have a registration code you may purchase codeless, instant access with a debit card, credit card, or PayPal in the account creation process. View the  [Buy Online](#) guide to complete registration.

6. **Register with a code**


If you purchased a registration code from your local bookstore or have been provided a code by your instructor you will manually enter the code in the account creation process. View the  [Self Registration](#) guide to complete registration.

7. **Register with courtesy access**

If you don't have a code and are awaiting financial aid you can select the Courtesy Access option in the account creation process. View the  [Self Registration](#) guide to complete registration.

Help & Support

8. **System Requirements**

You can determine whether or not your computer meets the technical requirements for accessing the SIMnet website by running a System Requirements check. This will check your system's capabilities for browser version, screen size, and more. View  [Getting Support](#) for details.

9. **Technical Support & Instant Help**

The Technical Support option will allow you to open a support case with the McGraw Hill Customer Experience Group.

The SIMnet Instant Help option directs you to the documentation website. If you are trying to learn how to use some part of SIMnet, view the Instant Help.

View  [Getting Support](#) for details.

Exploring SIMnet

SIMnet Navigation

After signing in to SIMnet you can navigate the different sections of SIMnet by using the top navigation menu.




The SIMnet top navigation menu.

The Top Navigation Menu




Info: All navigation items may not be available, depending on how your school and class has configured SIMnet.


1. Calendar



View the  [Calendar](#) section to access your assignments organized on a calendar.

2. Assignments

View the  [Assignments](#) section to access all of your available assignments.

3. Library


View the  [Library](#) section to access your SIMbooks. The Library SIMbooks contain additional learning material that may have not been assigned directly to your class.

  **Warning:** Work completed in the Library section do not count toward your class assignments.


4. Grades

View the  [Grades](#) section to access your assignment results and class grade book.


5. Message Center

View the  [Message Center](#) section to send or receive messages from your instructor.

6. Student Profile

View the  [Profile](#) section to view or edit your personal details, course enrollments, add or purchase a registration code.

7. Instant Help

View the  [Getting Support](#) section to view the SIMnet Instant Help topics related to your view or contact the McGraw Hill support team.

8. Sign Out

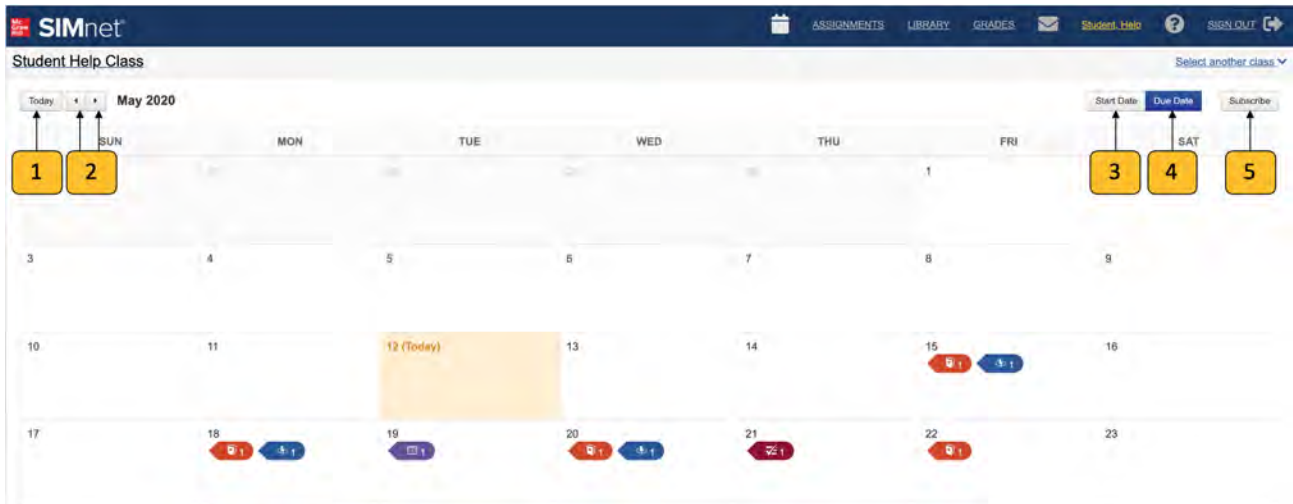
Click the **Sign Out** button to exit SIMnet.

9. Current Class

If you are enrolled in multiple classes, you will need to switch from one course to another to complete work in each course. Click on the course name to access a list of your courses and switch classes.

Calendar

Use the calendar to view your upcoming assignments to focus on the most relevant work in the coming days.



The Calendar view

Changing months

1. 🌞 Today

The Today button automatically switches the calendar to the current month. The current day will be highlighted.

2. ⏪ Previous month and ⏩ Next month

The Previous and Next arrows move the calendar backward and forward by one month with each click.

View options

3. **Start Date**

The **Start Date** option organizes the calendar by the first date that each assignment is available for you to attempt.

4. **Due Date**

The **Due Date** option organizes the calendar by the date that each assignment is due. Assignments completed after this date may not be able to be submitted or may receive reduced points according to how your instructor has set up your course.

5. **Adding your SIMnet calendar to your personal calendar**

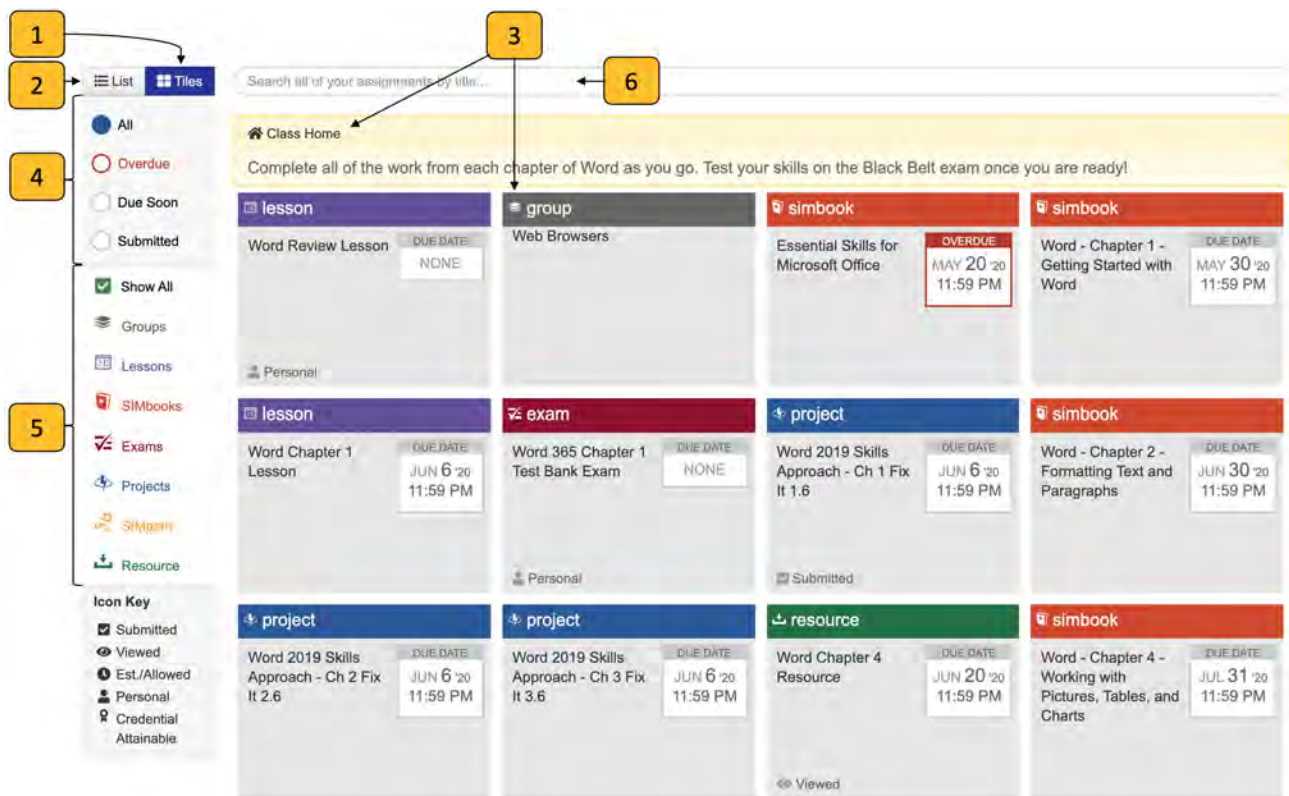
The **Subscribe** option adds your SIMnet calendar to your Outlook, Gmail, or Mac calendar. The calendar will automatically update if your instructor makes changes to your course.



Info: The Calendar may not be available on the top navigation bar. This occurs when your instructor elects to turn off the Calendar view.

Assignments

The assignments view contains all of the assignments available or that you have already submitted.




The Assignment View

Displaying your Assignments



Info: There are a number of reasons why your assignment may not be displayed in the assignments view. For example, the assignment may not be available until a future date, or you may have already completed and submitted the assignment.


If you would like to view an assignment that you have already completed you may need to view your  **Grades** section to access the results.

1. Tile View


You can view your assignments by *Tiles* which show each assignment as a tile. Assignments are displayed as Tiles by default. Tiles can be organized in different ways by your instructor. Assignments may be organized by when they Start, are Due or End. They may also be organized by alphabetical order or a custom order.

2. List View

You can view your assignments as a *List*. Each assignment will be displayed on a single line. Assignments can be organized by when they start, are due, or end. They may also be put into a different order by your instructor.

If you would prefer to visualize your assignments on calendar, switch over to the  [Calendar View](#).

3. Groups

Assignments can also be organized into *Groups* by your instructor. Groups hold a series of assignments that go together. Click on a Group to open it and view its assignments. They may be a week of class assignments or all of the assignments that belong to a single book chapter. Each group has a title and may contain a message from your instructor. Click the  House icon to return to the top group.

Filtering your Assignments

You don't have to view all of your assignments at once. You can choose which types to focus on and see only them.

4. Filter by dates

You can filter your assignments by when they should be completed by selecting the **All**, **Overdue**, **Due Soon**, or **Submitted** radio buttons. *Due Soon* will only display assignments that are due in the next 2-weeks.

5. Filter by type


You can also filter your assignments by their type. Select **Groups**, **Lessons**, **SIMbooks**, **Exams**, **SIMpaths**, **Projects**, or **Resources** to view only that assignment type. Select **All** to restore the view to seeing all available assignments in your course.

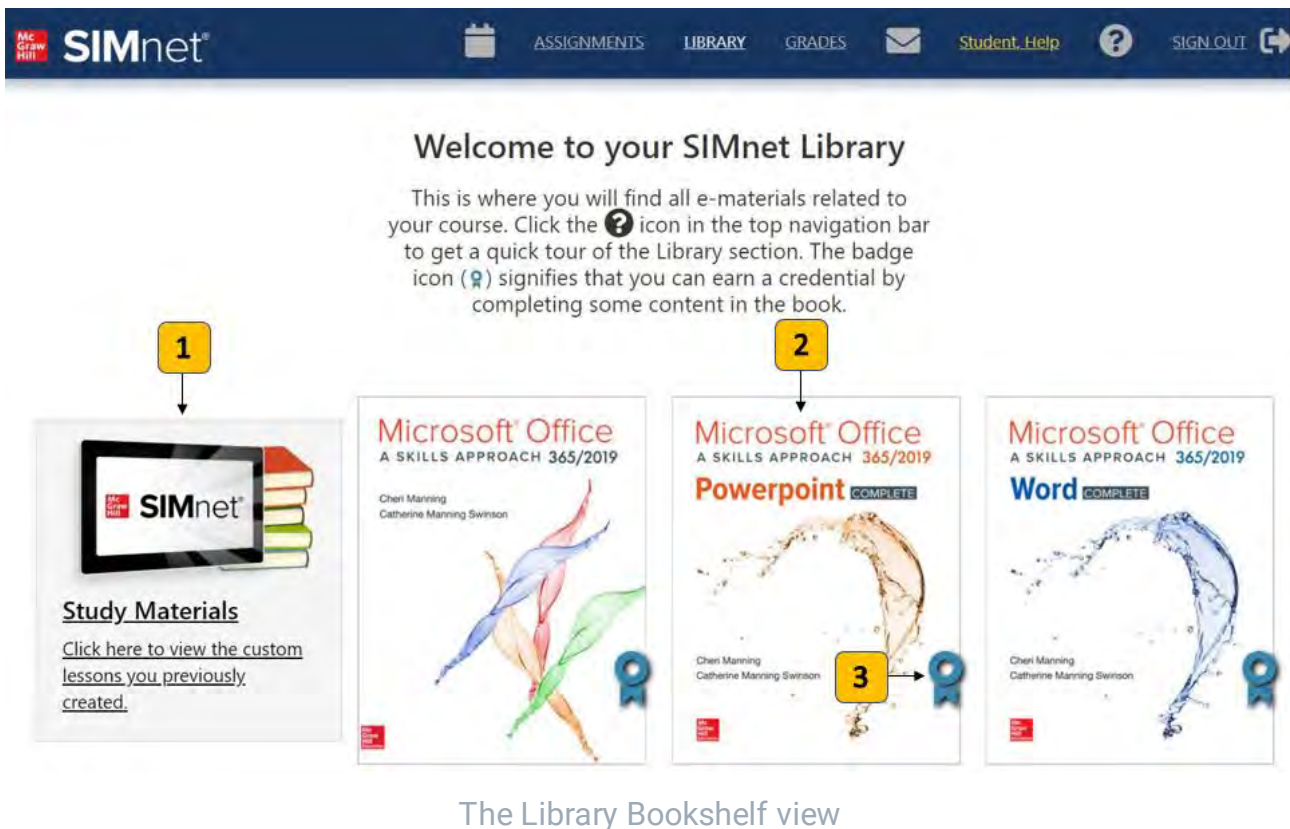
6. Filter by title

To view only a particular assignment, use the Search Bar to enter part of the title of your assignment.

Library

The Library contains a collection of SIMbooks associated with your license and Custom Lessons you have created from other assignments.

!  **Warning:** Exercises completed in the Library section will not be graded; to receive a grade you must complete materials in the Assignments tab. Your instructor cannot view completed exercises in the Library section.



The screenshot shows the SIMnet Library interface. At the top is a navigation bar with the SIMnet logo and links for ASSIGNMENTS, LIBRARY, GRADES, Student Help, and SIGN OUT. Below the navigation bar is a welcome message: "Welcome to your SIMnet Library. This is where you will find all e-materials related to your course. Click the ? icon in the top navigation bar to get a quick tour of the Library section. The badge icon (🏅) signifies that you can earn a credential by completing some content in the book." Below the welcome message is a "Study Materials" section with a link: "Click here to view the custom lessons you previously created." To the right of the Study Materials section is a "Bookshelf" view showing three books: "Microsoft Office A SKILLS APPROACH 365/2019" by Cherl Manning and Catherine Manning Swinson. The first book is "Powerpoint COMPLETE" and the second is "Word COMPLETE". Both books have a badge icon (🏅) next to them. A yellow box with the number 1 points to the Study Materials link. A yellow box with the number 2 points to the badge icon on the Powerpoint book. A yellow box with the number 3 points to the badge icon on the Word book.

1

2

3

The Library Bookshelf view

Viewing the Library

1. Study Materials

Click the **Study Materials** link to view the Custom Lessons you have previously created.
Visit the 👉 Custom Lessons section to learn more.

2. 📚 Bookshelf view

The Library section displays a collection of books associated with your license. Click any book cover to open the SIMbook and complete exercises.

3. 🏆 Badges

The badge icon will appear for SIMbooks that allow you to earn a credential. Visit the 👉 Digital Credentials section to learn more.

Working in the Library

Once selecting a Library book to view, you can navigate different sections of the SIMbook, search, and earn digital credentials.

The screenshot shows the SIMnet Library interface. At the top, there's a navigation bar with links for ASSIGNMENTS, LIBRARY, GRADES, and a user profile for Lawson, Katie. Below the navigation bar, a yellow banner states: "IMPORTANT! These are not assignments for your class. Click the [Assignments link](#) above for your class assignments." The main content area displays a book cover for "Microsoft Office A Skills Approach 365/2019" by Cheryl Manning and Catherine Swinson. To the right of the book cover, the title "A Skills Approach - Microsoft Office 365/2019 - Manning, Swinson" is shown. Below the title, there's a search bar (1) and a dropdown menu to "Choose a section: Word 2019" (2). A list of chapters is displayed, each with a "To Do" button: "Word - Chapter 1 - Getting Started with Word", "Word - Chapter 2 - Formatting Text and Paragraphs", "Word - Chapter 3 - Formatting Documents", "Word - Chapter 4 - Working with Pictures, Tables, and Charts", "Word - Chapter 5 - Working with Reports and Collaborating with Others", and "Word - Addendum - Mailings". A badge icon (3) is visible next to the book cover, indicating a digital credential is available. The badge is labeled "Level 1: Word White Belt" and includes the text "You must complete the required Let Me Try exercises." The progress bar shows "0% Completed".

The Library SIMbook view

1. Search

Use SIMsearch to search for content in the current SIMbook. When you click the **Search** tab under the book title, a text box will appear. Type your search criteria in the box and click **Go** to display all pages pertaining to your search.


2. Navigating Sections

You can easily switch between sections in the SIMbook by expanding the **Choose a section:** drop-down list under the *Book* tab. Select a section from the list to display the contents of the section.



Note: Not all SIMbooks will be divided into sections. If you do not see the **Choose a section:** drop-down list, it just means that all sections of the SIMbook you're working in are already displayed.

3. Earning Badges

Many SIMbooks offer the ability to earn a digital badge for completing all exercises in the section. When a digital badge is available for a book section, a progress meter and digital badge is displayed on screen. Once you've completed 100% of the exercises in the section a digital badge will automatically be issued and emailed to the email address in your student profile. Visit the  [Digital Credentials](#) section to learn more.

Viewing chapters

Word - Chapter 1 - Getting Started with Word

To open this chapter, either click **Launch** or click a page title below.

Pages Resources **1**

Progress: 0% (0/16) **2**

#	Title	Let Me Trys Completed
1	Getting Started with Word Chapter Overview	NONE
2	1.1 Introduction to Word	<input type="checkbox"/>
3	1.2 Entering and Deleting Text	<input type="checkbox"/>
4	1.3 Selecting Text	<input type="checkbox"/>
5	1.4 Checking for Writing Errors as You Type	<input type="checkbox"/>
6	From the Perspective of ... Administrative Assistant	NONE
7	1.5 Using the Editor	<input type="checkbox"/>
8	1.6 Using Undo and Redo	<input type="checkbox"/>
9	1.7 Finding Text	<input type="checkbox"/>
10	1.8 Replacing Text	<input type="checkbox"/>

The Library SIMBook chapter view

1. Chapter Resources

Included with each SIMbook chapter are the various resource files that are necessary to complete the chapter exercises. These vary depending on which SIMbook you are using but can contain Project data files, Let Me Try files, Pause & Practice files, and Show Me transcripts. Click the **Resources** tab to display the list of available files for the chapter.

2. Viewing Pages & Launching the SIMbook

Click the **Launch** button in the upper right corner of the screen to open the SIMbook chapter from the beginning. You can also click on a page title to open the SIMbook directly to that page.

Grades

After completing an assignment in SIMnet, you can review your assignment grades in the *Gradebook* section and view your assignment results in the *Result Types* section.



SIMnet - Using The Gradebook

<https://www.youtube.com/embed/fc01MVKAd4c>

Gradebook

The screenshot shows the SIMnet interface with the 'Grades' tab selected. The 'Student Help Class' is 'Student Help Class'. The 'Gradebook' section is active, showing a list of assignments. The table has columns: Title, Comment, Due, and Grade. The first assignment is 'Word 2016 - Level 4 Black Belt - Credential Exam' with a grade of 77%. Below it, two submission attempts are listed with their respective grades. The other three assignments are 'Essential Skills for Microsoft Office', 'Word - Chapter 1 - Getting Started with Word', and 'Word - Chapter 2 - Formatting Text and Paragraphs', all with a grade of 0%.

Title	Comment	Due	Grade
Word 2016 - Level 4 Black Belt - Credential Exam	—	06/30/2020 11:59 PM	77%
05/15/2020 11:13 AM The current grade for attempt 2 is 2 / 60.			
05/12/2020 12:37 PM The current grade for attempt 1 is 46 / 60.			
Essential Skills for Microsoft Office	—	05/20/2020 11:59 PM	0%
Word - Chapter 1 - Getting Started with Word	—	05/30/2020 11:59 PM	0%
Word - Chapter 2 - Formatting Text and Paragraphs	—	06/30/2020 11:59 PM	—

Grades view



Within the Grades section, there is a *Gradebook* view. This view contains your current grade for each assignment. The assignment name is in the *Title column*. You can also view any comments your instructor has left for the assignment, the due date, and, most importantly, the *Grade*.

Each assignment grade contains additional details based on your assignment results. You can view each submission by clicking the > arrow at the start of each assignment to

expand the view and see more. If you have tried an assignment multiple times you can view the grade for each attempt.



Note: Your instructor may choose to delay your grade results. You may not be able to see all of your grades until a certain date.

With most assignments you can view more details about your attempt. You can review your  [Project Results](#) or view your  [Exam Results](#) by clicking the **View result** link.

Results

Each assignment contains a link to the specific results for each attempt or submission. Click any of the options in the *Result Types* section to see all of your attempts at that type of assignment. These results do not reflect your final grade. If you attempt an assignment ten times you will see 10 results. Your grade may only be one of these results, or an average of all of these results, depending upon how your instructor has set up your course.



Success: Assignment results are not your grades. Each assignment grade may be graded based on criteria specified by your Instructor. For example, a calculated column grade may be determined by an average of all project assignments.

Message Center



Note: The Message Center feature may be disabled by your school. If this happens you will not see the mail icon in the top navigation menu.

Viewing Messages

When you have a new message in SIMnet, the *Message Center* icon will change to notify you that there is an unread message. You will also get an email in your inbox that contains the message from your instructor.



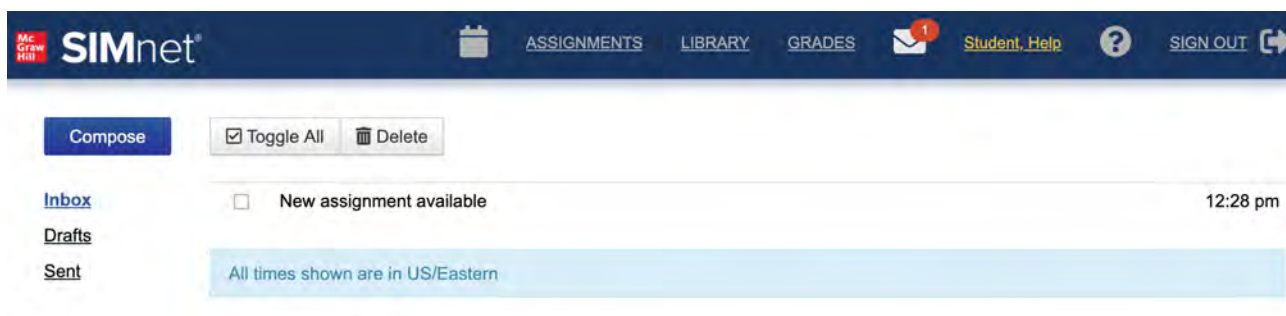
Success: Messages received in your SIMnet Message Center will also be sent to your email address.



Warning: SIMnet Messages received in your email inbox cannot be replied to. Please click the link in your email to reply to the message directly in SIMnet.

To view the message in SIMnet, click the **Message Center** envelope icon at the top of the screen.

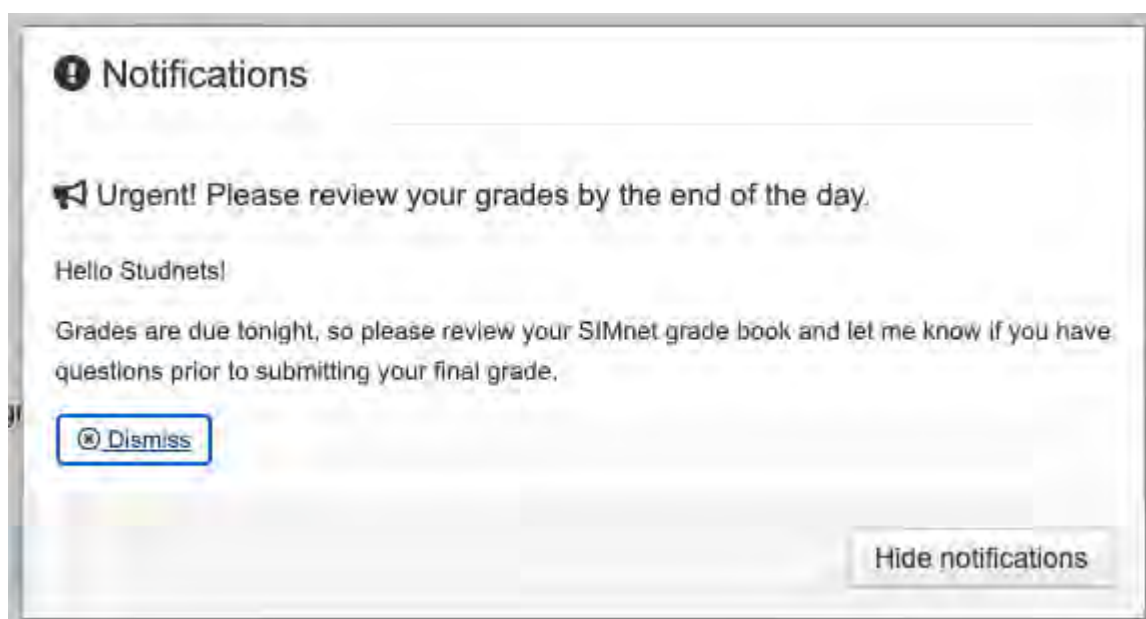
- Click the **Inbox** link and select the desired message to view messages you have received.
- Click the **Drafts** link to view messages you have composed but not sent.
- Click on the **Sent** link to view messages you have sent.



A new message is available

Viewing Notifications

Instructors have the ability to send a notification which will cause a pop-up to display while you're working in SIMnet instead of just updating the new mail indicator. These notifications may be sent during or after your class to indicate a more urgent message.

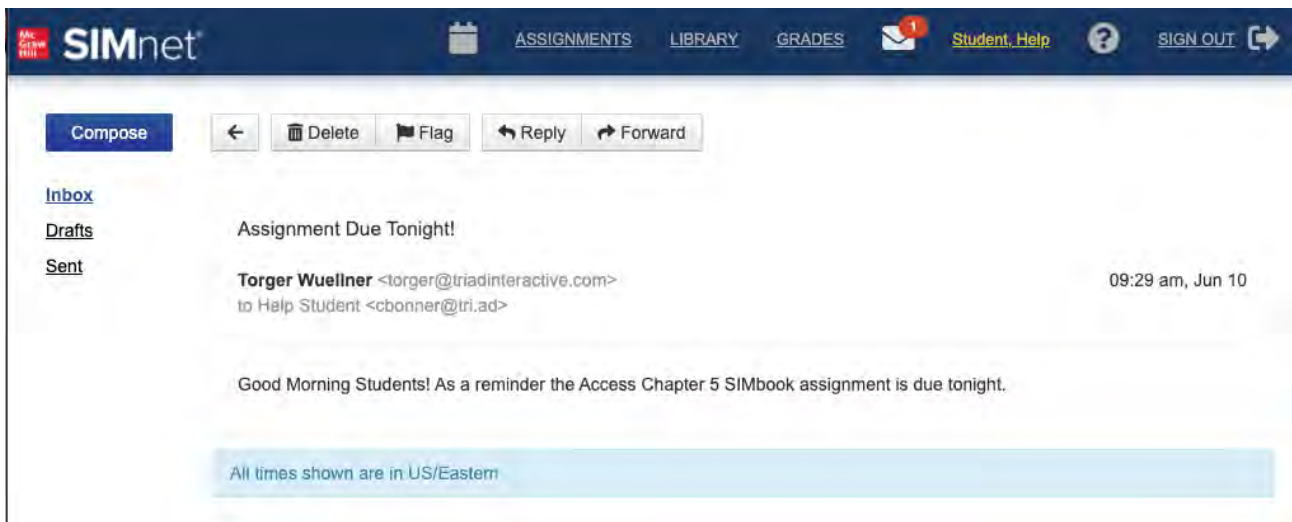


Message notification view

Reading a Message

When selecting a message to read you can view who sent it, the date and time it was sent as well as the message. Additional options are available when reading a message

- Click the **Delete** button to delete the message.
- Click the **Flag** button to flag a message for followup later.
- Click the **Reply** button to reply to the message.
- Click the **Forward** button to forward the message.



The message read view

Creating a Message

When you are in the Message Center, you can create a new message first by clicking the **Compose** button. You can enter classmates or instructors from your course. You will see potential matches begin to automatically fill in as you type. Enter a subject and a message and click the **Send** button.



Note: Some messages sent by your instructor may not allow you to reply.

Mc
Graw
Hill

SIMnet®

📅

ASSIGNMENTS

📖

LIBRARY

📊

GRADES

✉

Student Help

?

SIGN OUT

➡

Compose

Send

📁 Save

🗑 Delete

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All times shown are in US/Eastern

The Compose view

Profile

Editing Personal Information



The screenshot shows the SIMnet Student Profile page. At the top is a dark blue navigation bar with the SIMnet logo and links for ASSIGNMENTS, LIBRARY, GRADES, Student Help, and SIGN OUT. Below this is a light blue header with tabs for Profile, Products, Courses, and Credentials. The Profile tab is active. On the left, a sidebar contains sections: STUDENT ID (HelpStudent, callout 1), HIGH-CONTRAST THEME (Enable high-contrast checkbox), and THIRD PARTY OFFERS (two exam voucher links). The main content area has fields for FIRST NAME (Help, callout 2), LAST NAME (Student, callout 2), EMAIL (cbonner@tri.ad), and USERNAME (HelpStudent). There are 'Reset' and 'Save changes' buttons. Below these is a 'CHANGE PASSWORD' section with a password input field (callout 3), a 'Change password' button, and a warning: 'New password must be at least 8 characters long'.

Student Profile page

1. Student Profile options

Student ID

Your Student ID is often determined by your school and will display on your profile.

 **Note:** You are not able to change your Student ID. Please contact your instructor or support if you need to update this value. Visit  [Getting Support](#) for details on contacting support.

High-Contrast theme

You can enable an alternate color scheme which enhances the contrast throughout SIMnet, and tends to be more forgiving on the eyes for our visually impaired students.

Third party offers

Third party offers such as the Microsoft Office Specialist Exam Voucher will appear on the left side of your profile to indicate that your instructor believes you are ready to become certified in a particular piece of the Microsoft Office Suite.

2. Change personal information




Note: Your school may have disabled the ability to modify your personal information.


First name, last name

Your first and last name appear in two separate text boxes on the main part of the page. If either one has been misspelled, you can change that information here.

Email

The email associated with your account will display next to your name. Ensure that it is spelled correctly so that the necessary information will be sent to the right place. SIMnet requires your email address so we can help you reset your password and so your instructors can communicate with you through the  [Message Center](#).

Username

Your Username is required to login to SIMnet. Visit the  [The Home Page](#) for details on logging into SIMnet. Make sure that if you choose to change your username, it will be appropriate for others to see.



Success: When you are finished updating your personal information, the **Save changes** button will save your changes. If you are not satisfied with the new information you have entered, you can reset your personal information by clicking the **Reset** button.

3. **Change password**

If you would like to change your password, you may do so here. There may be length or character requirements that require you to include a certain amount of characters in your password. This protects your account, your personal information, and your grades throughout SIMnet.



Success: Your password must be at least 8 characters long and include at least one upper case letter, one lower case letter, and one number. Special characters and symbols are both supported and recommended for creating a strong password.



Info: If you would like to see the password you are typing, you can click the **show password** icon located next to the password text box.

Products and Registration Codes

Licensed products and Registration codes

1. Buy online access

If you do not have a registration code, you can purchase instant online access using your credit or debit card, or PayPal account. Upon payment, you will gain immediate access to your account.

2. Add registration codes


You can find your registration code on a card that either came with your textbook or that you purchased separately. You can enter the code here and gain access to your content.

3. View licensed products

<https://www.youtube.com/embed/g881i-TCd9U>


Enrolled Courses



 **Note:** If your class does not appear in this list your school may have your class closed or unavailable for student self-enrollment.

1. Enrolling in a course

To enroll in a course, you must first select your campus to see the list of available courses for that campus.

!  **Warning:** Switching classes does not move grades or completed work to the new class, you will have to retake any assignment attempted in other classes.

2. Enrolled courses

Once you are enrolled in a course, the name, section, and campus will appear on the right side of the page. If you have selected the wrong course, you have the option to delete the course from your list of enrolled courses by clicking the **Remove** button.

Earned Credentials


You can earn credentials by completing Let Me Try elements and Capstone Projects throughout SIMnet to earn textbook-based credentials. Contact your instructor if you would like to change this setting.

Clicking a credential details icon will open a new window at Accredible with details about the credential.

According to the profile settings, you must complete required **Let Me Try** elements to earn textbook-based credentials. Contact your instructor if you would like to change this setting.

[View my credential wallet](#)

EARNED CREDENTIALS

 **Level 2: Word Yellow Belt**
Issued Jun 4, 2020

RELATED PROJECT
[Word 365/2019 Capstone - Level 3 Writing a Research Paper](#)

Earned Credentials

1. 🌟 Earned credentials

When you have earned credentials, you will be able to click on a credential details icon which will open a new window with details about your earned credentials.

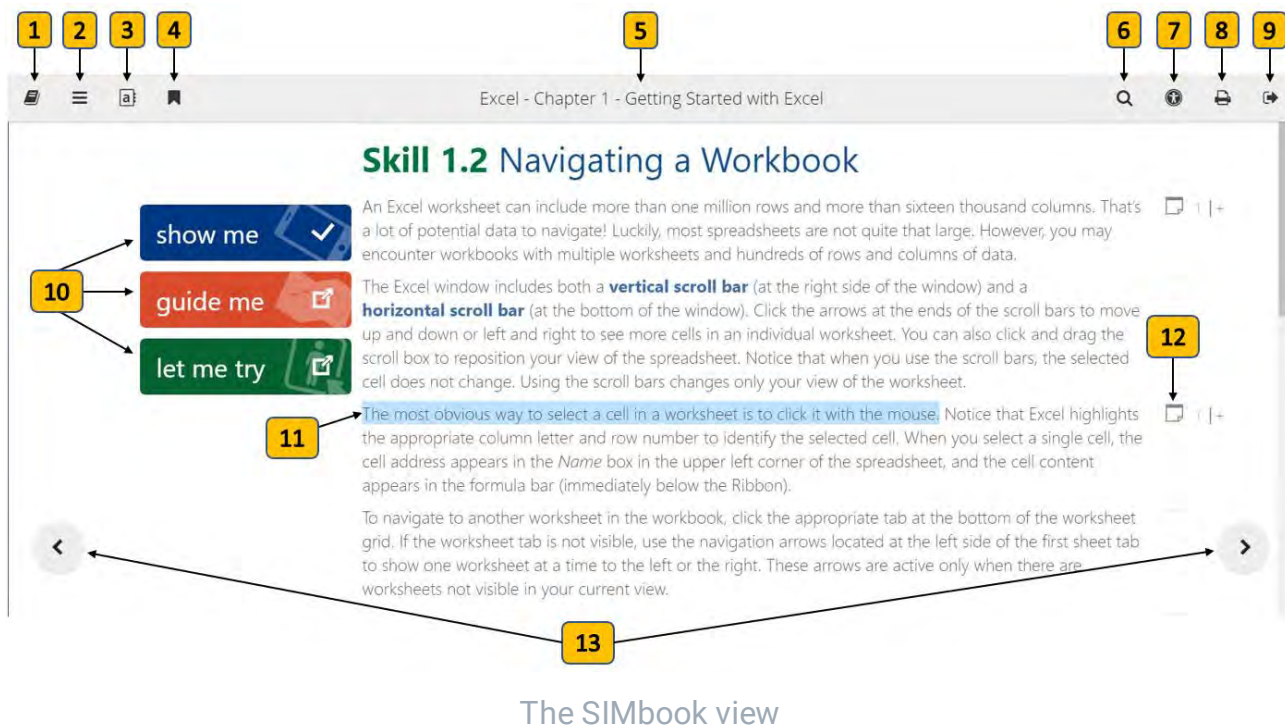
The icon will display the credential you have earned in relation to Microsoft Office, the date it was issued, and the related assignment that you completed to earn the credential.

- Clicking the *arrow* icon will redirect you to view your earned credential where you can share on social media sites like LinkedIn. View the 👉 [Digital Credentials](#) section for details.
- Clicking the *share* icon will make additional results and grades visible on your public credential.
- Clicking the *recycle* icon will reissue your credential. You may want to do this if you changed your name in SIMnet and want your credential to reflect that change.
- Clicking the *delete* icon will delete your credential. Your credential may be reclaimed by visiting the related assignment page.

Exploring SIMbooks & Lessons

SIMbook Navigation


SIMnet Lessons and SIMbooks are interactive ebooks that includes a glossary, key terms, bookmarks, highlights and notes, search, and print. Each Lesson and SIMbook also contains interactive 👉 **Show Me, Guide Me, Let Me Try** exercises.



Navigation

1. 📚 The Library bookshelf

The Library bookshelf contains the SIMnet books associated with your license. If your school is using a textbook, there may be additional lessons organized to match the content in your textbook.

 **Info:** The Library bookshelf option is only available when accessing the content through the 👉 **Library**.

2. **Table of Contents**

Click the **Table of Contents** button to display the table of contents for the current book and chapter on the left side of the screen. Click any chapter to see the specific tasks that chapter covers. Click a task title in any chapter to navigate to that task.

3. **Glossary terms**

The Glossary will appear on the left side of the page and contains all terms found in the current book. Click a term to display its definition as well as a link to view associated pages.

4. **Bookmark the page**

You can bookmark any page in the SIMbook so you can easily return to it at another time. You can tell which pages are bookmarked because the **Bookmark** button will appear with a solid blue background.

5. **Chapter title**

The title of the current SIMbook chapter or Lesson assignment will always appear in the top header of the SIMbook.

6. **Search for content**

You can easily search for content in the SIMbook by clicking the **Search** button, typing the word or phrase you want to search for, and pressing Enter. The results will display all of the instances of your search criteria in the book. Click any of the results to navigate to that page.

7. **Accessibility options**

Click the **Accessibility options** button to display a message box. Here, you can increase or decrease the font size as well as the line height. You can also enable or disable high contrast mode.

8. **Print the page**


Print the current page by clicking the **Print** button. A message box will appear reminding you to select the correct print settings in your browser.

9. **Exit the SIMbook**

At any time, you can exit out of the SIMbook by clicking the **Exit** button.

The SIMbook Page

10. **Interactive exercises**

Click the button for each exercise to launch the Show Me, Guide Me, or Let Me Try. View the  [Show Me, Guide Me, Let Me Try](#) section to learn more.

11. **Highlight text**

You can highlight important text in the SIMbook just like you would in a textbook with a highlighter. Simply click and drag your mouse to highlight the text and it will appear with a blue background. The highlight will be saved and every time you return to the SIMbook page, it will appear highlighted. You can click the highlighted text to delete it, convert it to a note, or convert it to a hyperlink.

12. **Add a Note to the page**

The **Note** button appears next to most paragraphs and images on the SIMbook page. Click the button to type a note about the content. Once you have added a note, the button

becomes darker and a number appears indicating how many notes have been added. Click the button at any time to review your notes.

13. Navigate to the next and previous pages

Easily step back to the previous page in the SIMbook by clicking the arrow button on the left side of the screen. Or, you can advance to the next page in the SIMbook by clicking the arrow button on the right side of the screen. When you roll your mouse over either button, the title of the next or previous page displays.

Show Me, Guide Me, Let Me Try

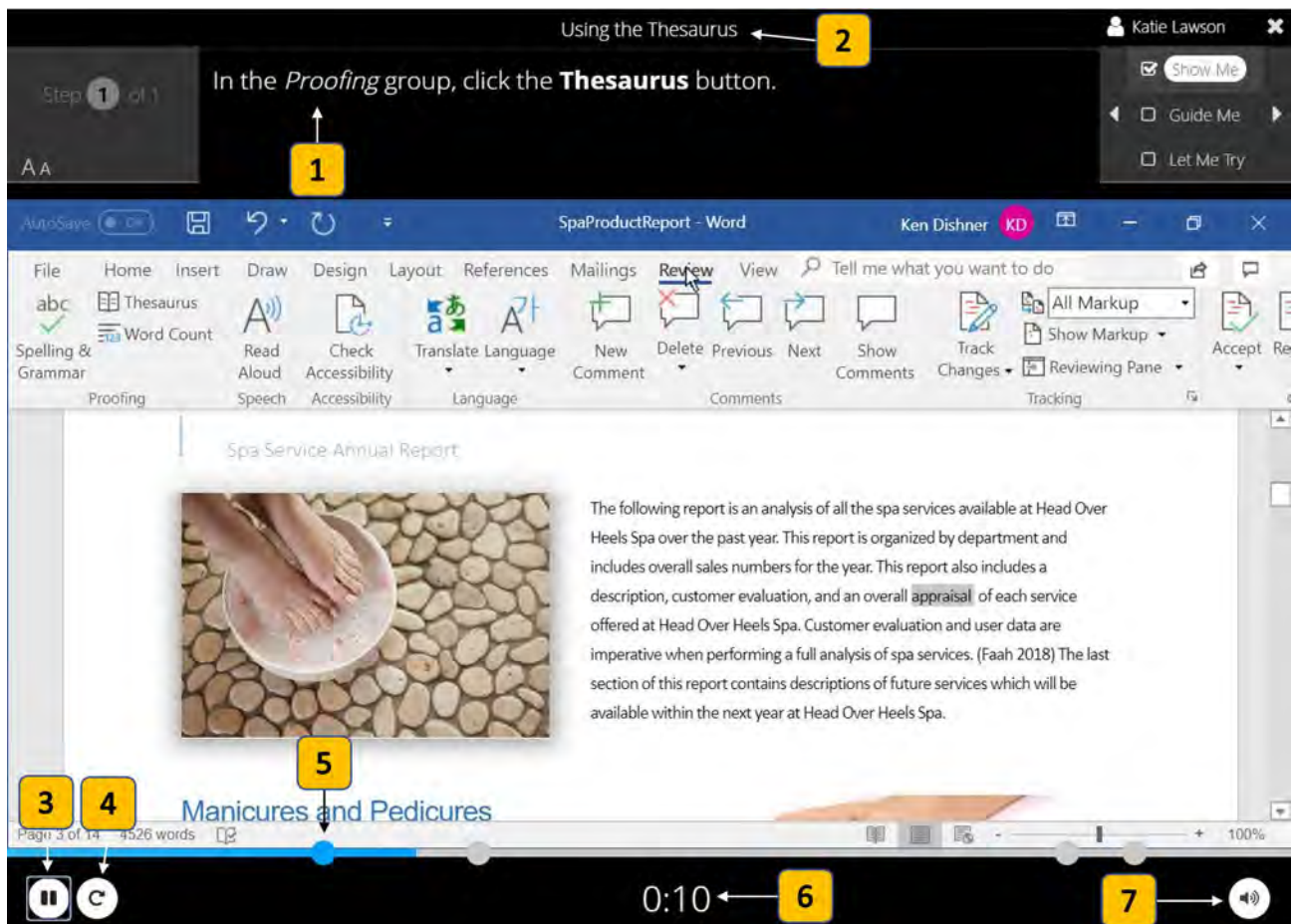
The Show Me, Guide Me, and Let Me Try exercises can be found in SIMbooks and Lessons. These three exercise types can be taken an unlimited number of times depending on the settings your instructor has enabled.



Success: The best way to master a skill is to complete the Show Me, Guide Me, and Let Me Try exercises in order.

Show Me

The Show Me is a video that shows you the necessary steps to complete a task. Audio narration helps you follow along as you watch each step being completed in the application. This exercise is not interactive but you are able to pause and replay portions of the video.



The Show Me window

1. 🧑‍🎓 Instruction text

The instruction text appears at the top of the window and is just the text version of what the narrator is saying. This text will update throughout the duration of the Show Me.

2. 📖 Task title

The title of the task always appears in the heading of the Show Me window for reference.

3. 🎮 Play/Pause button

You can play or pause the video at any time during the Show Me. Once you click the **Pause** button, the icon will change to the play option. Click the **Play** button to resume the video.

4. Restart the Show Me

You can easily start the Show Me from the beginning at any time by clicking the **Restart** button.

5. Skip to a checkpoint

Several round circles, or checkpoints, appear on the timeline at the bottom of each Show Me. Each checkpoint is filled in with a solid blue color as the timeline progresses throughout the video. Click a checkpoint anywhere on the timeline to skip to that portion of the Show Me.

6. Time elapsed

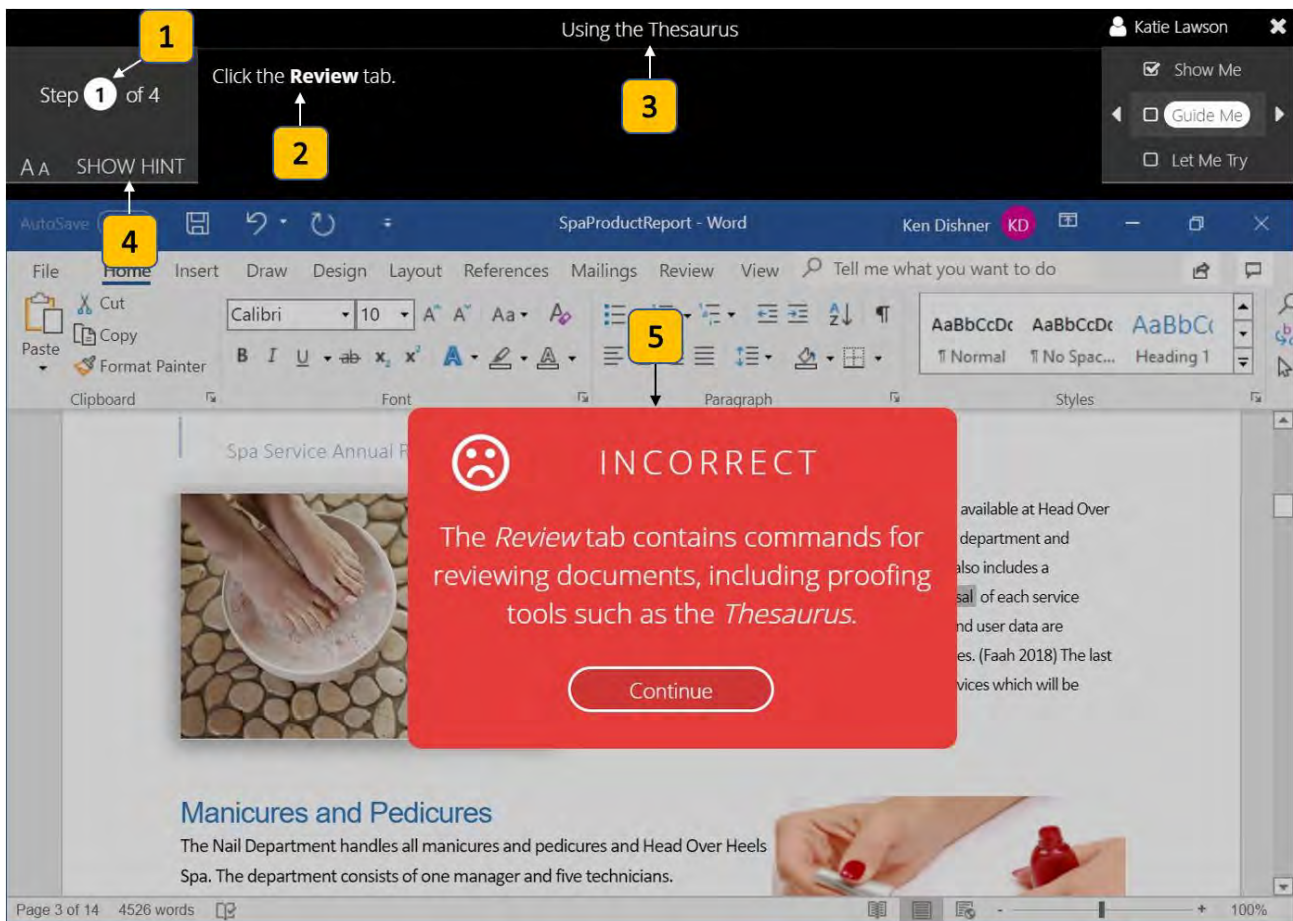
A counter appears below the timeline that shows the time that has passed since the beginning of the Show Me.

7. Mute the audio

Click the **Mute** button to mute the audio narration but continue watching the video. If you choose not to listen to the audio, the instruction text will still appear at the top of the window and reflect what the narrator is saying.

Guide Me

The Guide Me is an interactive exercise that guides you through each task step-by-step. Each step gives you one specific instruction that you must complete correctly to advance and you have an unlimited number of attempts for each step. Continue answering each step until you've reached the end of the Guide Me.



The Guide Me window

1. 📋 Keep track of what step you're on

As you progress through each step of the Guide Me, the box in the upper left corner will indicate which step you're currently on and how many total steps there are in the Guide Me.

2. 🧑 Instruction text

The instruction text appears at the top of the window and tells you what action is expected.



3. 📖 Task Title

The title of the task always appears in the heading of the Guide Me window for reference.

4. 🤔 Show a hint



If, after reading the instruction text, you are still unclear what action to take, click the **Show Hint** button. The hint text will appear alongside the instruction text and the item of note will be highlighted on screen.

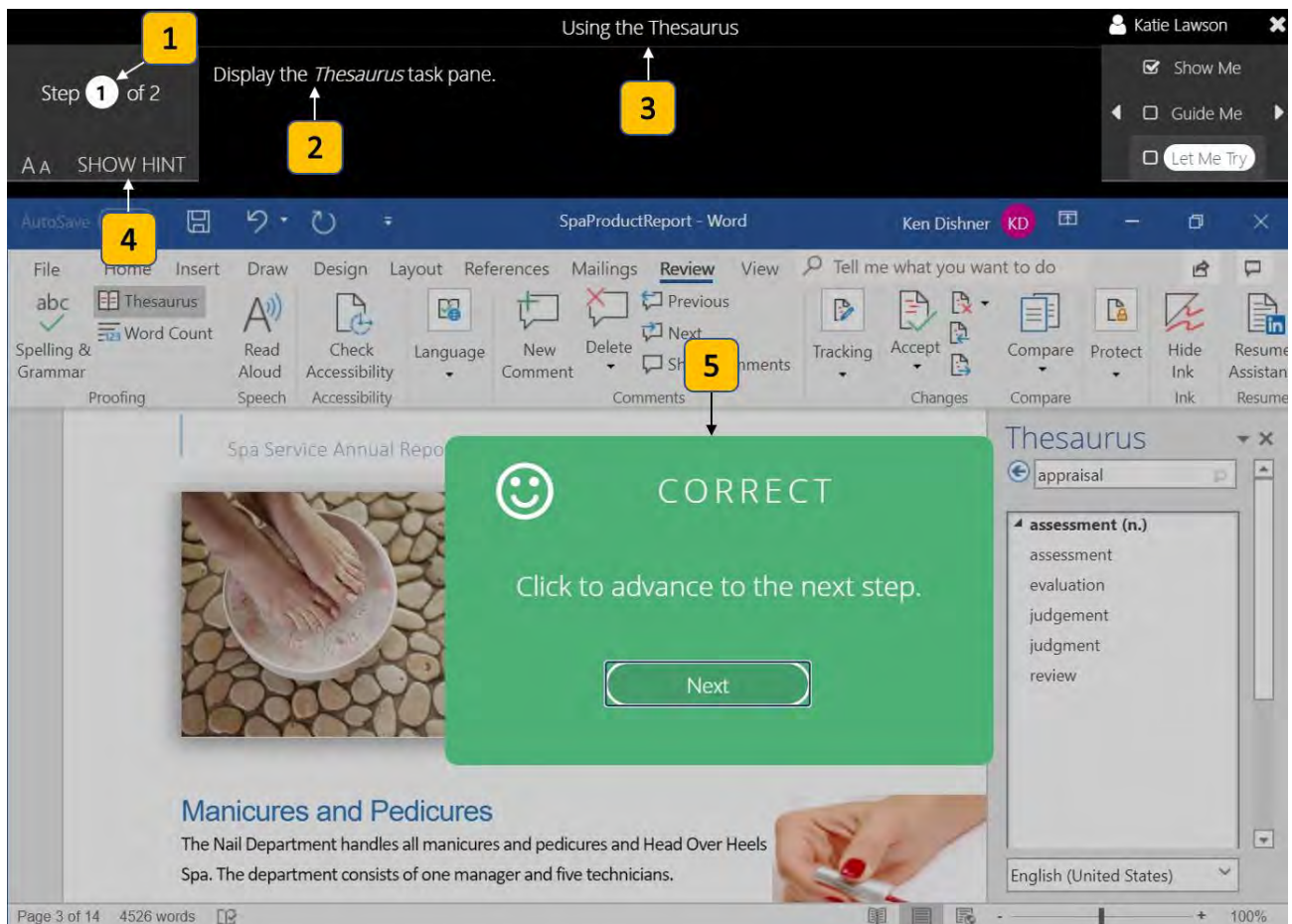
5. Feedback

Each time you attempt to complete a step in the Guide Me, a message box will appear indicating whether or not you were correct. If you did not complete the step correctly, a red message box with the heading  *Incorrect* appears. Review the hint and click the **Continue** button to try again. If you did complete the step correctly, a green message box with the heading  *Correct* appears. Click the **Next** button to continue. If it is the last step of the Guide Me, click the **Continue** button to advance to the Let Me Try or the **Close** button close the exercise.

Let Me Try

The Let Me Try uses the same simulated interface as an exam question and requires you to recall what you learned in the Show Me and Guide Me to complete it.

  **Success:** The Let Me Try exercise is graded for completion only, so there is no harm in exploring the interface or answering incorrectly.



The Let Me Try window

1. 📋 Keep track of what step you're on

The box in the upper left corner will indicate which step you're currently on and how many total steps there are in the Let Me Try.

2. 🧑🏫 Instruction text



The instruction text appears at the top of the window and tells you what action to take to answer each step correctly.

3. 📖 Task title

The title of the task always appears in the heading of the Guide Me window for reference.

4. 🤔 Show a hint

Click the **Show Hint** button to display the hint text, which will appear alongside the instruction text.

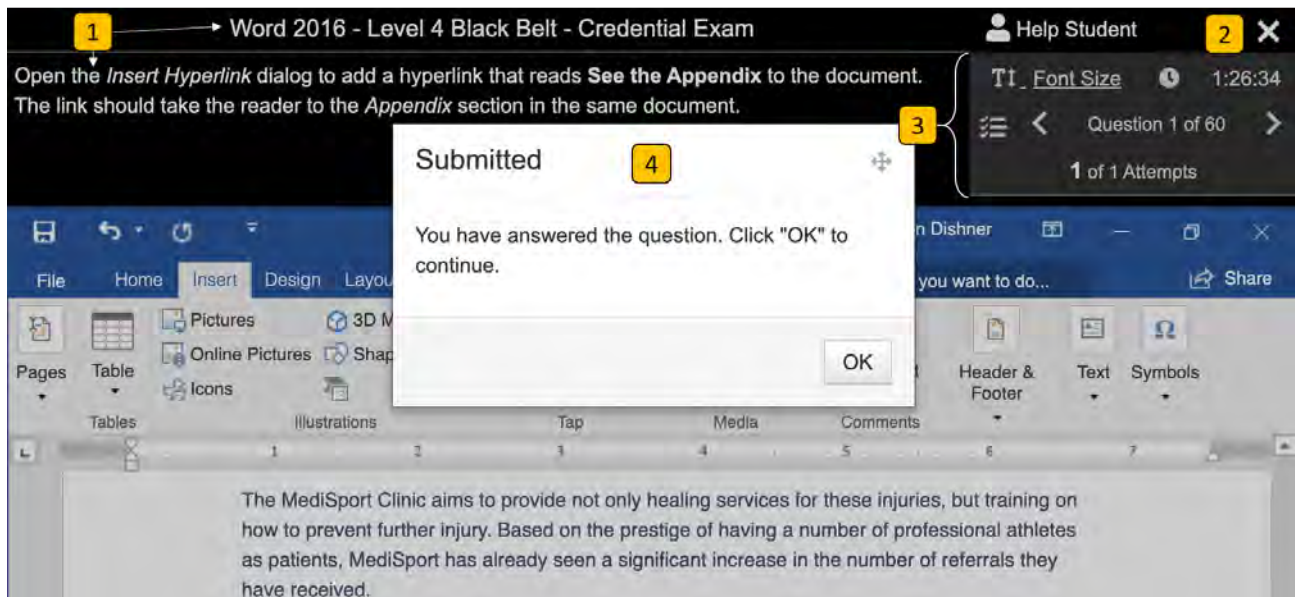
  **Info:** If the Show Hint options isn't available your instructor may have required you attempt the Let Me Try a number of times before being able to get a hint.

5. 💬 Feedback

Each time you complete a step in the Let Me Try, a message box will appear indicating whether or not you were correct. If you did not complete the step correctly, a red message box with the heading 🙄 *Incorrect* appears. Review the hint and click the **Continue** button to try again. If you did complete the step correctly, a green message box with the heading 😊 *Correct* appears. Click the **Next** button to continue. If it is the last step of the Let Me Try, click the **Continue** button to advance to the next task or the **Close** button close the exercise.

Exploring Exams

SIMnet Exams



The SIMnet Exam Interface


The SIMnet Exam interface


1. 📋 Exam Title and instructions

While you are taking your exam, the title of the exam will always display at the top of the screen. Just below, you will find the instructions for each question, and important words will be in bold. You will be able to interact with the exam and follow the instructions in the lower portion of the screen.

2. ❌ Exit Exam

You can exit an exam and view your results by using the Exit Exam button located in the upper right corner of the screen while taking an exam. Click the blue "End Exam" button when you are ready to exit the exam and view your results. If you would like to return to the test, click the "Cancel" button.

!  **Warning:** Exiting the exam will end the exam and submit your score to the grade book. You will not be able to continue where you left off.

i  **Info:** Your instructor may have turned on the ability to *save* your exam and continue at a later time. Exams are always saved, but some allow you to return and finish, while others require you finish the exam in one sitting. An Exam that allows you to return later will offer you the ability to save and exit when clicking the **Exit Exam** button.

3. Exam options

The exam options are displayed to the right of the instructions while taking an exam. While you are taking an exam you can change the options to best suit your needs.



Font Size: Change the size of the font in the instructions so that the words are easier to read.



Exam Timer: This option will always display. For timed exams, it will count down as you work so that you can pace yourself and keep track of how much time you are spending on each question. If you are not taking a timed exam, this section will display as "Not Timed".

Question List: The check list icon is where you can view all questions in the exam. This list will display the question's number, the question's text, whether or not the question has been completed, and the remaining attempts on that question. If you would like to view only the number of questions you got correct, incorrect, or have not yet answered, there are toggle boxes at the top of the question list that will allow you display only that type of question. If you would like to move a few questions ahead or revisit a question in the exam, select which one you want to view from the list, and then click the Load Question button.

Question Navigation: The left and right arrows allow you to move back and forth between the previous and next questions in the exam without having to view the Question List. Here you can also find the question number and the total number of questions that are in the exam.



Attempts Given: At the bottom of the exam options box, your attempt number is displayed for that question so that you can keep track of how many times you have attempted that question in accordance with how many attempts you are allowed for that question.

  **Info:** If your exam timer expires or the end date of the assignment passes your exam will automatically be ended and submitted to the grade book. All progress will be saved, but *not attempted* questions will be scored as incorrect.

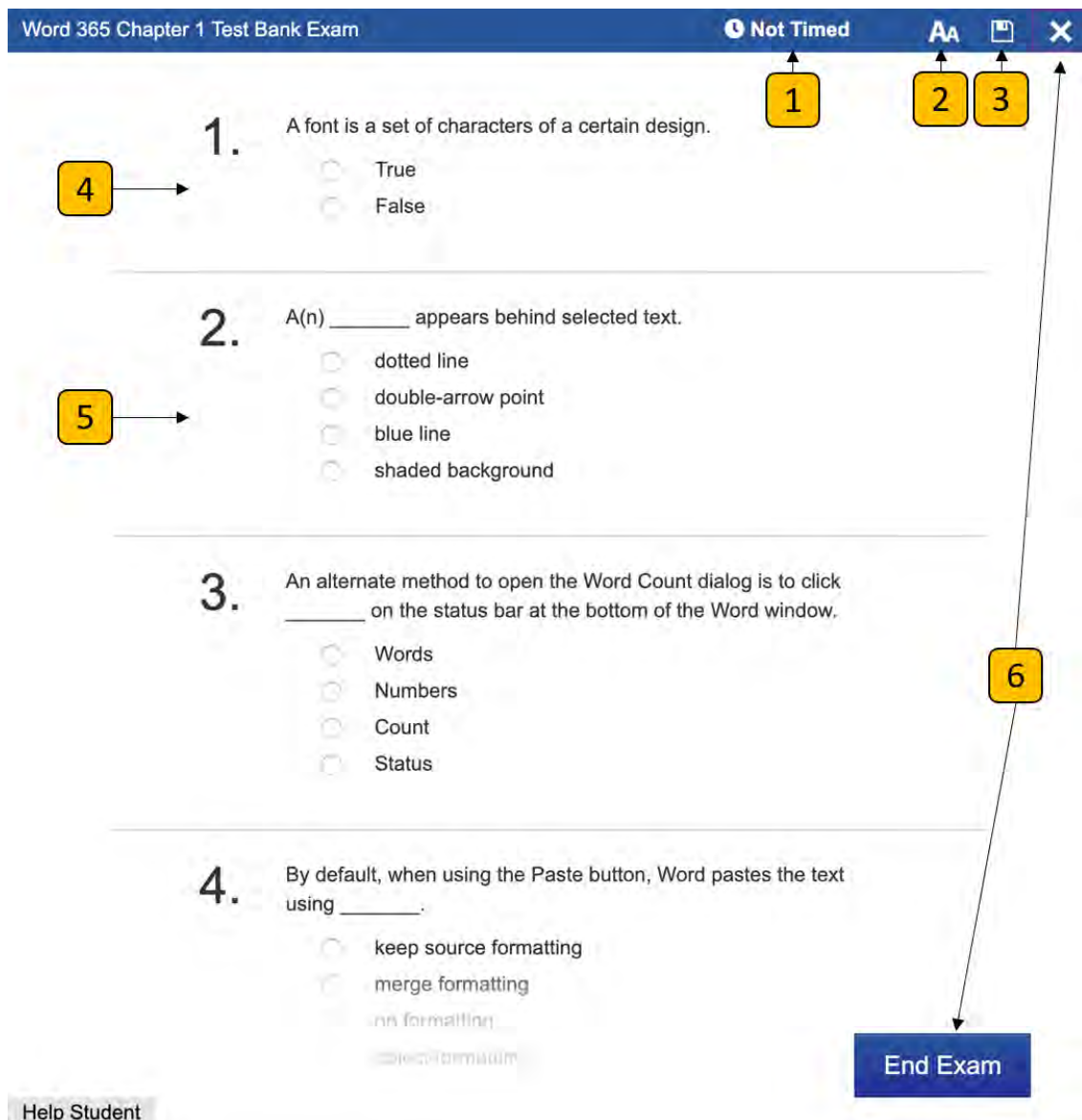
  **Success:** The Exam Timer will pulse when the timer nears zero. Be sure to get your final answer submitted prior to the timer running out.

4. ✓ **Submit question pop-up modal**

Once you have completed the required action for a question, the program will display a pop-up that indicates that you have submitted the question for grading. Click the OK button to continue to the next question in the exam.

  **Info:** Depending on your instructors preference, this pop-up may also display feedback that tells you whether you answered the question correctly or incorrectly. Additionally, some instructors allow a hint to be provided if a question is incorrectly answered.

Test Bank Exams



Test Bank Exam Interface

The Test Bank Exam interface



1. 🕒 Exam timer

You can keep track of how much time has gone by while you are taking a test bank exam with the timer located in the upper right corner of the Exam page. The timer will count down

to indicate how much time has gone by and how much time is left to complete the exam. If the test is not a timed test, the words "Not Timed" will appear in place of the timer.



2. Text size

If you are having trouble reading the questions, you can easily change the size of the question text by clicking the Text size button, and toggling the + and - buttons to make the text the size that works best for you.

  **Warning:** This will not change the size of the answer options.

3. Save Exam button

If you would like to save your progress in the middle of taking an exam and return to finish it later, the **Save Exam** button will pause the countdown of the timer, prompt you to save the exam, and exit back to the Exam Title page. If you have clicked this button by mistake, the **Cancel** button will return you to the exam and continue the countdown of the timer.

  **Info:** This option may not be available for your exam. Your instructor controls the availability of saving and returning to an exam. All exam progress is always saved, but the **Save Exam** button allows you to return at a later time to finish.

4. True or false questions


In a Test Bank exam, the questions will either come in the form of true-or-false questions or multiple-choice questions. You can answer true-or-false questions by selecting the radio button next to True if you believe that the questions statement is true, or the radio button next to False if you believe the statement to be false.

5. Multiple choice questions

In a Test Bank Exam, the questions will either come in the form of true-or-false questions or multiple-choice questions. You can answer multiple choice questions by clicking the radio button next to the appropriate answer to each question. These questions may either be presented as statements with a blank word or phrase to fill, or as a question, each with a list of possible answers.



6. End Exam button

You can exit the Exam at any time by clicking the **X** in the top right corner of the exam screen or by clicking the **End Exam** button in the lower right corner of the screen. You will be prompted to click either **End Exam** if you are ready to submit this exam attempt to your instructor for grading, or to click **Cancel** if you would like to return to the exam.

 **Warning:** Exiting the exam will end the exam and submit your score to the grade book. You will not be able to continue where you left off.

Digital Credentials


What are Digital Credentials?

Digital Credentials are sharable badges and certificates that can signal instructors, classmates, and future employers to your mastery of Microsoft Office applications. There are a number of different types of credentials to earn in SIMnet. You can view the list of available Digital Credentials  [here](#) or view the application pathway collections  [here](#).

How do I earn Digital Credentials with SIMnet?




SIMnet provides two types of Digital Credentials: completion based Badges and achievement based Certificates.

1. Completion based Badges

Completion based Badges are earned in the  [Library](#) by completing all of the Let Me Try activities in an application set.

White Belt credentials are earned by completing all of the Office level content in a SIMbook. Students in introductory courses may be able to earn 4 White Belt credentials.

Purple Belt credentials are earned by completing all of the Advanced level content in a SIMbook. Students in advanced courses may be able to earn 4 Purple Belt credentials.



  **Note:** Your instructor can change the required activity from the Let Me Try to the Show Me or Guide Me. Typically this would only be done if you have specific accessibility requirements. Please visit the  [Student Accessibility Guide](#) for details.



A Skills Approach - Excel 2016

Book Search


Choose a section: **Excel 2016**


Level 1: Excel White Belt Progress	
Excel - Chapter 1 - Getting Started with Excel 2016	Done
Excel - Chapter 2 - Formatting Cells	Done
Excel - Chapter 3 - Using Formulas and Functions	Done
Excel - Chapter 4 - Formatting Worksheets and Managing the Workbook	Done
Excel - Chapter 5 - Adding Charts and Analyzing Data	Done
100% Completed	
 Level 1: Excel White Belt Issued Mar 28, 2019	
Level 3: Excel Purple Belt Progress	
Excel - Chapter 6 - Exploring Advanced Functions	Done
Excel - Chapter 7 - Exploring Advanced Charts and Graphics	Done
Excel - Chapter 8 - Exploring Advanced Data Analysis	To Do
Excel - Chapter 9 - Importing Data, Reviewing, and Finalizing the Workbook	To Do
Excel - Chapter 10 - Working with Macros	To Do
46% Completed	
 Level 3: Excel Purple Belt You must complete the required Let Me Try exercises.	

Library view of Completion based Badges

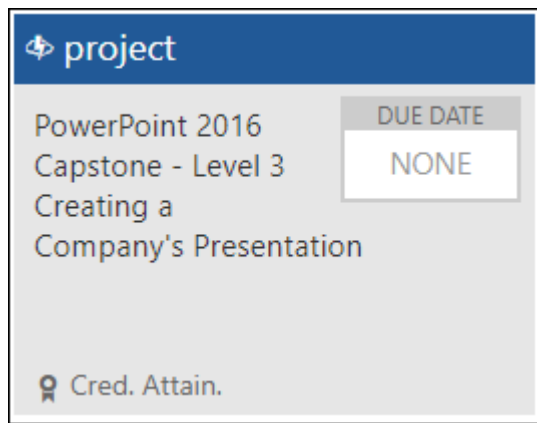
100 2. Achievement based Certificates

Achievement based Certificates are earned by scoring a 90% or higher on Capstone Projects and Credentialed Exams.

 **Note:** Your instructor needs to assign credentialed Projects and Exams for you to earn the Yellow and Black belt credentials.

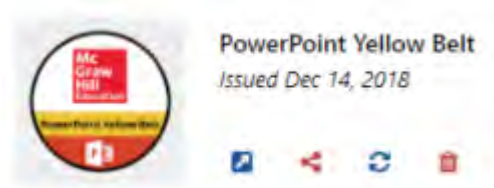
 **Note:** Your instructor can increase the minimum score from the 90% minimum to earn a credential.

To earn a Yellow Belt, complete a Project attempt and score 90% or higher. Credentialed assignments contain a blue ribbon icon in the assignment list.



Assignment tile view.

Once you complete an assignment at the required score threshold, the assignment score will display with a ribbon icon and the page will have a Credential in the upper right corner of the assignment view. Visit the [👉 Profile](#) section for details on managing your Digital Credentials.



Earned credential view.



How do I receive an earned Digital Credential?

Once you complete the requirements to earn a Digital Credential SIMnet will automatically issue your Badge or Certificate and send you an email with additional instructions on how to share and interact with your Digital Credential. You can also click the share icon in the Digital Credential in SIMnet to access your collection of Digital Credentials.



How do I share a Digital Credential?

Please view our video on how to access and share your SIMnet Digital Credential:



Making Your SimNet Badge Work For You

<https://www.youtube.com/embed/DR4t-Gh-Osc>

Student Accessibility Guide

SIMnet has been carefully designed to support students with disabilities, including the physically impaired, deaf or hard of hearing, those with learning or cognitive disabilities, and the blind and visually impaired. This guide offers tips for using SIMnet with a disability.

What browser should I use?

SIMnet supports the latest version of the following browsers: Firefox, Edge Chromium, Chrome, and Safari. We recommend reviewing the list of supported browsers published by your screen reader. Each screen reader supports a different set of browsers and browser versions. It's very important that your screen reader supports your browser. View the [👉 The Home Page System Requirements](#) check for details.

How do I turn on high contrast mode?

SIMnet has a special color theme to increase the color contrast that many low vision students need to differentiate colors. Be sure to enable this setting prior to getting started by visiting the Student Profile link located on the upper right hand corner of the website after signing in. The setting can also be turned on from within a SIMbook or Lesson using the Accessibility Options dialog. High Contrast mode will only need to be enabled one time, and will remain in place for all subsequent website visits. View the [👉 Profile](#) section for details.

How do I use browser zoom and OS zoom and magnification?

Students who would like to zoom their screen are advised to use their OS display scale settings to increase the size of the information on screen. However, zooming past a certain

magnification threshold may make the window too small to display all information on simulated questions without scrolling.

Text size and line-spacing can also be adjusted from within SIMbooks and Lessons using the Accessibility Options dialog. Similarly, in the Let Me Try and Exam windows, the text size can be changed without altering the size of other controls on the page.

How does SIMnet handle double- and triple-clicking?

For SIMnet exercises requiring the user double-click or triple-click a control, the standard click commands can be pressed multiple times to register the action. Also, when keyboard input is detected, the default Windows double-click delay is slowed by 50%.

In addition, while most screen readers allow the use of both **Enter** and **Space** for activating controls, often doing the same thing as a mouse click, some of them only support both for certain control types or have a separate keybinding for click. For example, in NVDA spacebar will click buttons but not links and in VoiceOver Enter will activate most controls but clicking requires **Control+Option+Space**. In general, if you find the control activation key you typically use doesn't click, try the alternate activation key.

How does SIMnet handle right-clicking?

For SIMnet GuideMe activities that ask the user to right-click a certain control, the standard context menu shortcut can be used by keyboard users.

How should screen readers be used to navigate SIMnet?

Tabbing is a common way of navigating using a screen reader, however, it is limited. By default, using the **Tab** key allows access to Links and Buttons, but other elements such as headers, cannot be accessed by pressing **Tab**. We recommend using native screen reader methods for quick access to certain elements on the page. For example, with JAWS, hitting

the **R** key cycles through Landmarks/Regions and hitting the **H** key cycles through available headers.

In general, throughout SIMnet, buttons will correspond with an action and links will be used to navigate to different pages and views. For this reason, it helps to use native screen reader keybindings to cycle through links or buttons, depending on what you want to do. For example, when using NVDA in a SIMbook, the **K** key can quickly focus the Exit link at the end of the navigation region or the Previous/Next Page links at the bottom of each page.

Most components that shift focus, such as menus and dialogs, can be exited in multiple ways, like exit/dismiss buttons or the **Esc** key. Certain dialogs are designed to not be dismissible by any student, however, such as those that prevent access to a SIMbook during a closed-book exam. In these situations, exit/dismiss buttons will be missing, shortcuts like **Esc** will not work, and students must select one of the options provided in order to proceed.

Where can I find additional information regarding accessibility?

Most schools have dedicated accessibility teams and resources. We recommend that you first seek additional help or information directly from your schools accessibility team.

Registration

Self Registration

Self Registration Video Guide



34 - SIMnet Standalone

<https://play.vidyard.com/3YNBRx7rG68CYKLSQ2FUoZ.html>

Self Registration Guide

The steps to register for SIMnet are similar whether you have a code or are requesting courtesy access. Once you make your selection from the Home page, follow the prompts on screen to complete your registration.

Do you attend Documentation?

1 → ☒ Yes ☐ No

Do you already have a SIMnet Online username?

2 → ☐ Yes ☒ No



Previous



Next

Confirm school and username

1. Confirm your school website

Be sure to double-check that you are using the correct SIMnet website for your school. Select the **Yes** radio button to confirm you attend the school listed on screen. If the school

name on this screen is not the school you attend, you are likely using the wrong website. If you aren't sure which URL is correct for your school, contact your instructor.

2. 🙋 Username

Select the **No** radio button to confirm that you do not already have a SIMnet user name. (If you have a username and password already, please log in to SIMnet and enter your registration code in the space provided on the Profile page. Continuing through the self-registration process will result in a duplicate account.) Click **Next** to continue.

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(Last updated: May 2018)

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Select the class you are enrolled in. If you can't find the class you need, do not select a class. You can modify your enrollment after registration from Profile section. Click Next to continue.

Campus: All 4

Class Name	Section Name
A Skills Word 2013	Fall
Advanced Access Course	
Advanced Excel Course 5	
Advanced Word Training	
Beginning Word Applications	Section 2
Excel for Beginners	
Learning Microsoft Office	Introduction to Access
Learning Microsoft Office	Word Basics
Learning Microsoft Office	Word Basicss

✖ Clear Selection

⬅ Previous
Next ➡



Select a campus and class

4. Select a campus

If necessary, expand the **Campus** list and select the correct campus to view the list of classes on the selected campus.

5. Enroll in a class

Click the name of the SIMnet class to enroll in, and click **Next** to continue.

  **Note:** If you are not sure what class to select, click **Next** without making a selection. After you complete registration, you can log in to SIMnet and go to the profile page to select a class, or you can ask your instructor to enroll your SIMnet student account in the correct class for you.

Have A Registration Code?

You'll find your registration code on a card that either came with your textbook or that you purchased separately.

6 → **Code:**

You have entered an invalid registration code.

Waiting for financial aid?

7 → ☐ Check the box to the left to activate a 14 day courtesy access license.

Previous Next

6. Enter your registration code

Type your registration code in the text box. Registration codes are usually all uppercase letters, with no ones or zeros. After you have entered your code, click **Next** to continue.

7. Courtesy access

To register for courtesy access, click the check box under *Waiting for financial aid?* and click **Next** to continue. Each school may have a different duration of courtesy access. Once your Courtesy Access expires, you will be prompted to purchase or enter a valid registration code.

To complete your account registration, enter the following information and click Next.

8 → Personal Information

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Email:	<input type="text"/>	Student ID:	<input type="text"/>

Login Information

Username:	<input type="text"/>	Password:	<input type="password"/>
		Confirm Password:	<input type="password"/>

Next

Enter account information

8. 📄 ✎ Account information

Enter your SIMnet registration information, and then click the **Next** button. All the information must be entered before you can complete registration. Your email is required so the system can send you your username and/or password if you forget them. The Student ID is used as a unique identifier for each student account. Some instructors require students to use their real student ID numbers, so SIMnet grade book records can be matched with other class records. If you are unsure what to use for your Student ID, check with your instructor.

✅ ✨ **Success:** Remember that your instructor will see all of your personal details in the grade book and SIMnet reports. Use something appropriate and matches your school registration information.

You have successfully completed SIMnet Online registration.

Click Finish to login and begin using SIMnet Online.

First Name:	Kt
Last Name:	Law
Email:	katie@9
Student ID:	example2
Username:	KtlLaw
Registration Code:	Trial

Finish

Account confirmation

9. Confirmation

The final page confirms your registration information. If this information is correct, your registration is complete. You can throw away the registration code, as it is only good for a single registration. Click the **Finish** button to return to the main page where you can now enter your username and password to log in to SIMnet.

Buy Online


Self Registration Video



34 - SIMnet Standalone

<https://play.vidyard.com/3YNBRx7rG68CYKLSQ2FUoZ.html>

Self Registration Guide

If you have not yet purchased a registration code from your bookstore, you can pay for registration online using a credit or debit card or a PayPal account. These steps are almost identical to the self-registration process except in this case, you will enter credit or debit card information to complete your registration. Once you make your selection from the  [Login page](#), follow the prompts on screen to complete your registration.

Do you attend Documentation?

1 → ☒ Yes ☐ No

Do you already have a SIMnet Online username?

2 → ☐ Yes ☒ No

[← Previous](#)

 Next

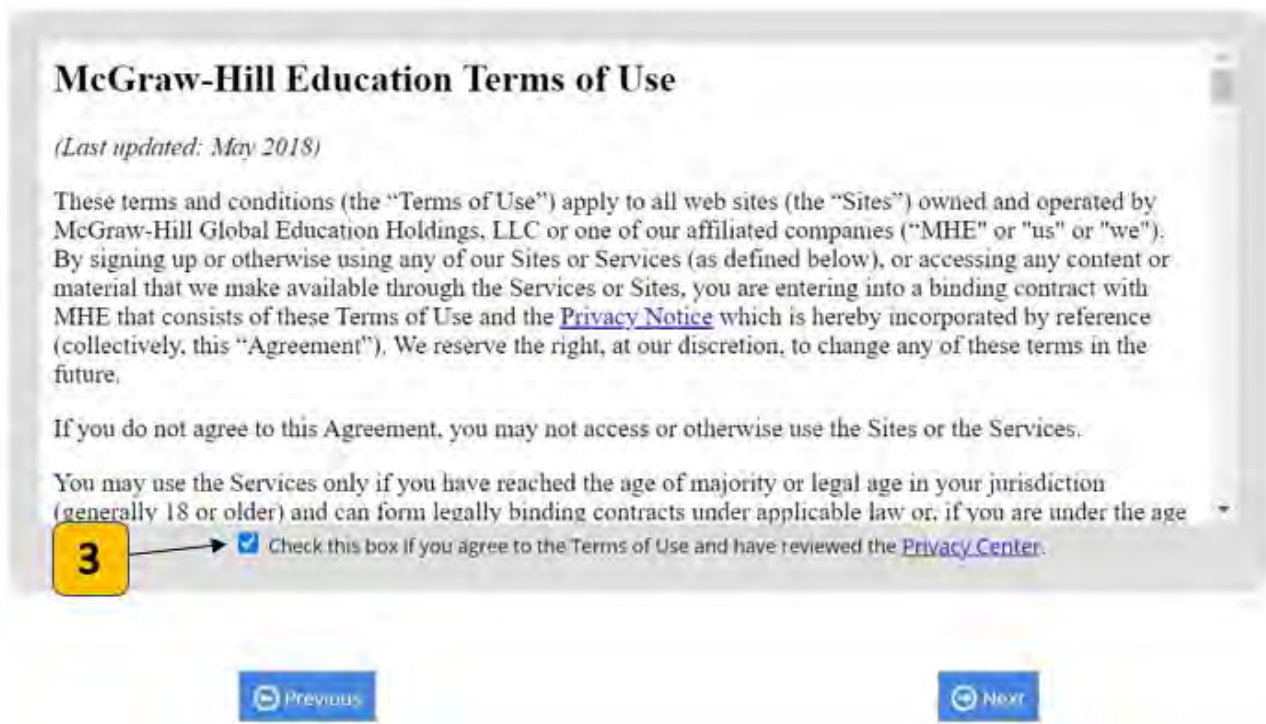
Confirm school and username

- ## 1. Confirm your school

Be sure to double-check that you are using the correct SIMnet website for your school. Select the **Yes** radio button to confirm you attend the school. If the school name on this screen is not the school you attend, you are likely using the wrong website. If you aren't sure which URL is correct for your school, contact your instructor.

2. 🙋 Username

Select the **No** radio button to confirm that you do not already have a SIMnet user name. (If you have a username and password already, please log in to SIMnet and enter your registration code in the space provided on the Profile page. Continuing through the registration process will result in a duplicate account.) Click **Next** to continue.



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Select the class you are enrolled in. If you can't find the class you need, do not select a class. You can modify your enrollment after registration from Profile section. Click Next to continue.

Campus: All 4

Class Name	Section Name
A Skills Word 2013	Fall
Advanced Access Course	
Advanced Excel Course 5	
Advanced Word Training	
Beginning Word Applications	Section 2
Excel for Beginners	
Learning Microsoft Office	Introduction to Access
Learning Microsoft Office	Word Basics
Learning Microsoft Office	Word Basicss

✖ Clear Selection

⏪ Previous
⏩ Next

Select a campus and class

4. Select a campus

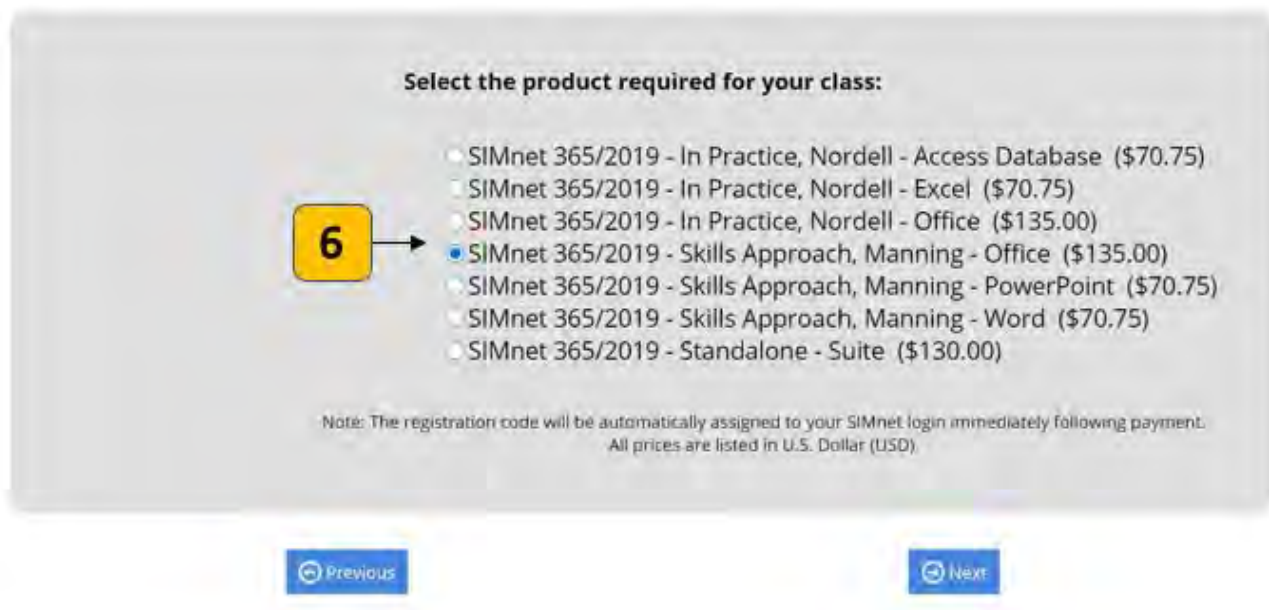
If necessary, expand the **Campus** list and select the correct campus to view the list of classes on the selected campus.

5. Enroll in a class

Click the name of the SIMnet class to enroll in, and click **Next** to continue.

Note:

If you are not sure what class to select, click **Next** without making a selection. After you complete registration, you can log in to SIMnet and go to the profile page to select a class, or you can ask your instructor to enroll your SIMnet student account in the correct class for you.



Select a product

6. Select a product

Select the SIMnet Online product you want to purchase, and then click **Next**. If you are not sure which SIMnet product to purchase, check with your instructor or your class syllabus. Your page will probably display a much shorter list with only the product or products that your school uses.

To complete your account registration, enter the following information and click Next.

7

Personal Information

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Email:	<input type="text"/>	Student ID:	<input type="text"/>

Login Information

Username:	<input type="text"/>	Password:	<input type="password"/>
		Confirm Password:	<input type="password"/>

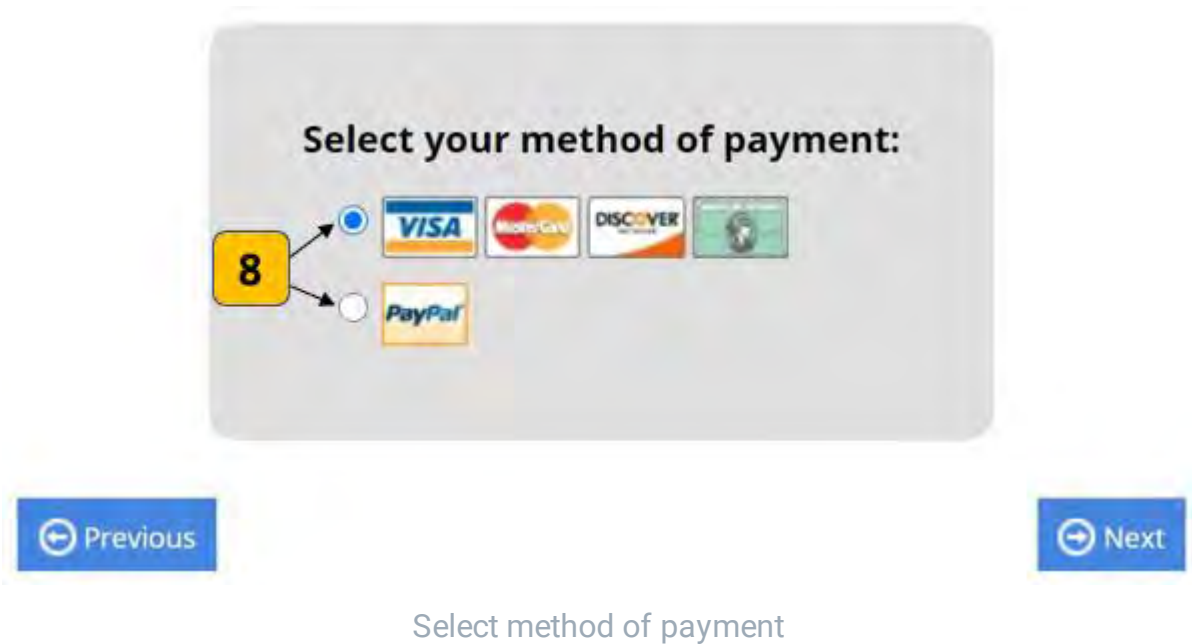
Next

7. Account information

Enter your SIMnet registration information, and then click the **Next** button. All the information must be entered before you can complete registration. Your email is required so the system can send you your username and/or password if you forget them. The Student ID is used as a unique identifier for each student account. Some instructors require students to use their real student ID numbers, so SIMnet grade book records can be matched with other class records. If you are unsure what to use for your Student ID, check with your instructor.



Success: Remember that your instructor will see all of your personal details in the grade book and SIMnet reports. Use something appropriate and matches your school registration information.



8. 💰 Select your payment method

Select your method of payment – either a credit card (or debit card that can also be used as a credit card) or a PayPal account. Click **Next**. (If you select PayPal as your payment method, the button will appear as the orange PayPal **Pay Now** button instead of **Next**.)

Order Details

Product: SIMnet 365/2019 - Skills Approach, Manning - Office

Tax: \$0.00

Total: \$135.00

Note: The product will be automatically assigned to your account immediately following payment. All prices are listed in USD.

Credit or Debit Card

Name:

*** Name is required.*

Card Number:

1234 1234 1234 1234



9

Expire Date:

MM / YY

Security Code:

CVC



Postal Code:

90210



Previous

Buy

Enter payment information

9. Enter payment information

Credit Card

If you selected a credit card, enter the required information. The credit card payment information and billing address are not saved to the SIMnet database. This information is only used to process your SIMnet payment. It is not visible to your instructor. Enter your information, and then click the Buy button to complete the purchase process. Be patient. The system may take a few minutes to process your payment. **Do not click the Pay button more than once, or your credit card may be charged multiple times.**

PayPal

If you selected PayPal, you will see a PayPal log in screen. Enter your PayPal username and password, and click **Log In**. The SIMnet system does not keep or track your PayPal log in information. Confirm your PayPal payment information, and then click **Pay Now**.



Thank you for your SIMnet purchase from Deca Software. The payment for your order is complete. Your SIMnet registration code has automatically been applied to your username. You may now sign in to your SIMnet account and access your assignments.

A copy of this receipt has been sent to the email address provided.

Invoice ID: SIMNET110960
Order ID: 3U806397C2605621R
Date: 8/6/2013
Product: SIMnet 2013 - In Practice - Office
Shipping: \$0.00
Tax: \$0.00
Total: \$

10

Please note that **SIMNET GDP** will appear on your credit/debit card statement from **DECASOFT**.

[Return to SIMnet](#)

Purchase confirmation

10. Confirmation

This confirms your purchase and SIMnet registration. The system will also send you a receipt via email (using the email address you entered as part of your SIMnet registration). **You will not receive a registration code – your account is created automatically for you.** Click the **Return to SIMnet** button to return to the main page where you can now enter your username and password to log in to SIMnet.

LMS Integrations

Registering for SIMnet directly from your school's Learning Management System (LMS) is simple 1 or 2 step process depending on the type of integration your school uses.



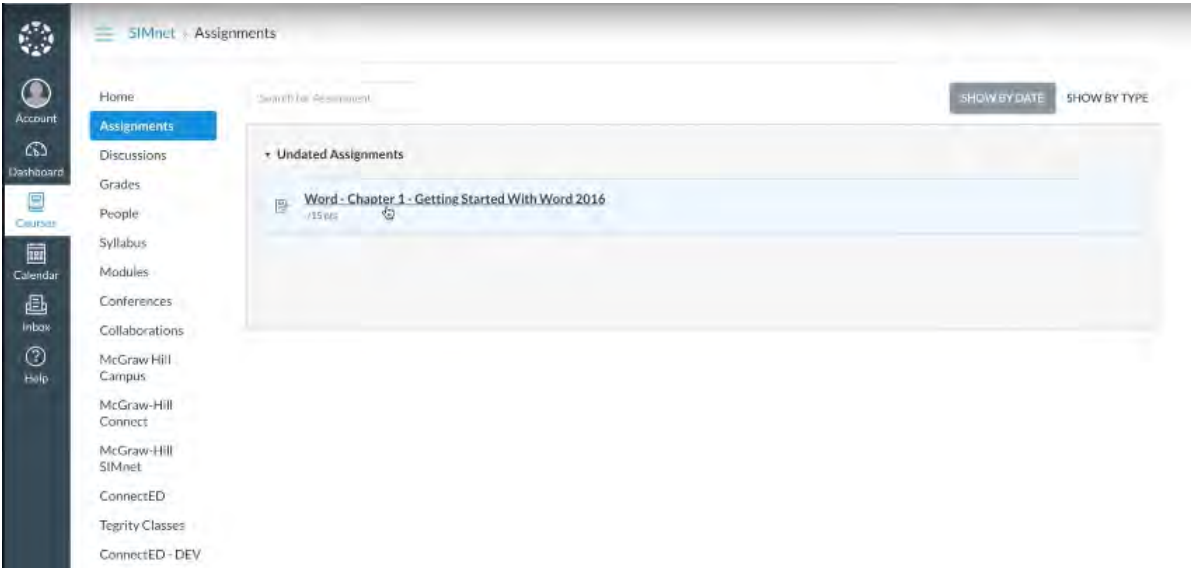
Note: These steps only need to be completed once to setup the connection between your LMS account and your new SIMnet account. Further logins from your LMS will go directly to SIMnet.



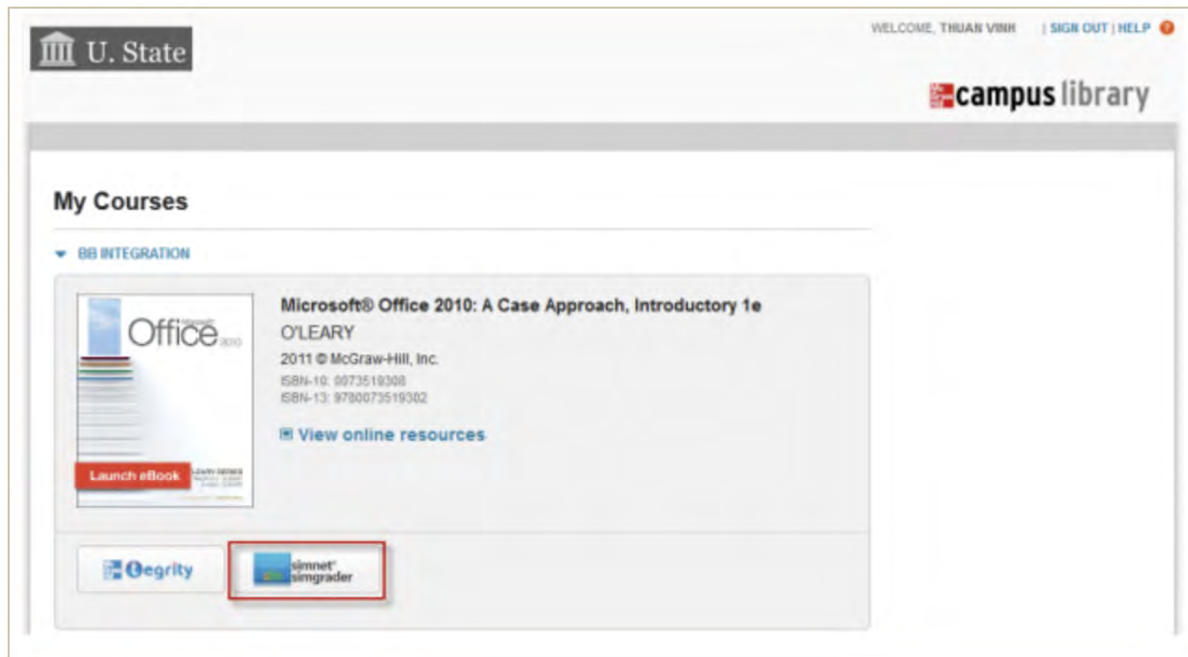
1. Click on the SIMnet link from your LMS

Locate and click on the McGraw Hill Campus link, SIMnet assignment, or SIMnet link in your LMS to start the process.

Deep Integrations



Deep Integration SIMnet link



MH Campus Tool Link

2. Create a new account or sign in with an existing account

You will be prompted to either create a new SIMnet account or sign in with an existing SIMnet account. Depending on your school's setup, some fields may need to be input to complete the registration. Click **Create Account** or **Sign In** to complete the pairing process.

Create New



The image shows a web form for creating a new SIMnet account. At the top, there is a McGraw-Hill logo and the text 'SIMnet'. Below this, a question asks 'Already have a SIMnet account?'. There are two radio buttons: 'Yes, sign in now' (which is unselected) and 'No, create new account' (which is selected). Below the question, the heading 'Create new SIMnet account' is displayed. The form contains four input fields: 'First Name' with the value 'Ken', 'Last Name' with the value 'Dishner', 'Email' (empty), and 'Username' (empty). Below the input fields, there is a line of text stating 'By continuing, I agree to McGraw-Hill's [Terms of Service](#), [Terms of Use](#) and [Privacy Policy](#).' At the bottom of the form, there are two buttons: 'Cancel' and 'Create Account'.

McGraw Hill SIMnet

Already have a SIMnet account?

☐ Yes, sign in now ☒ No, create new account

Create new SIMnet account

First Name: Ken

Last Name: Dishner

Email:

Username:

By continuing, I agree to McGraw-Hill's [Terms of Service](#), [Terms of Use](#) and [Privacy Policy](#).

Create New account view

Use Existing



The image shows a login form for SIMnet, a McGraw-Hill service. At the top, the McGraw-Hill logo and the SIMnet logo are displayed. Below the logos, the text "Already have a SIMnet account?" is followed by two radio buttons: "Yes, sign in now" (which is selected) and "No, create new account". Underneath, the heading "Sign in with your SIMnet credentials" is followed by two input fields labeled "Username:" and "Password:". Below the input fields, a line of text states: "By continuing, I agree to McGraw-Hill's [Terms of Service](#), [Terms of Use](#) and [Privacy Policy](#)." At the bottom of the form, there are two buttons: "Cancel" on the left and "Sign In" on the right.

McGraw Hill SIMnet®

Already have a SIMnet account?

☒ Yes, sign in now ☐ No, create new account

Sign in with your SIMnet credentials

Username:

Password:

By continuing, I agree to McGraw-Hill's [Terms of Service](#), [Terms of Use](#) and [Privacy Policy](#).

Use existing account view

Blackboard - Partner Cloud



27 - SIMnet Blackboard Deep Integration

<https://play.vidyard.com/k5fGPC8ZcxQvMKARCtFQTV.html>

Blackboard Partner Cloud Video

Blackboard - MH Campus



28 - SIMnet Blackboard + MHCampus

<https://play.vidyard.com/7MScuNudJhzoqNfVJiWcQz.html>

Blackboard MH Campus Video

Canvas - Deep Integration



29 - SIMnet Canvas Deep Integration

<https://play.vidyard.com/ihWtpoBdTpz1skcgEiogPu.html>

Canvas Deep Integration Video

Canvas - MH Campus



30 - SIMnet Canvas + MHCampus

<https://play.vidyard.com/gdUvRKNctV8EZiN4WfCzEw.html>

Canvas MH Campus Video

D2L - Deep Integration



**31 - SIMnet D2L-Brightspace Deep
Integration**

[https://play.vidyard.com/gY6t3DczYdX7
DZQ1QQDikn.html](https://play.vidyard.com/gY6t3DczYdX7DZQ1QQDikn.html)

D2L Deep Integration Video

D2L - MH Campus



32 - SIMnet D2L-Brightspace + MHCampus

<https://play.vidyard.com/WAEexMPwXza4V2KUC3he4z.html>

D2L MH Campus Tool Video

Moodle - MH Campus



33 - SIMnet Moodle + MHCampus

<https://play.vidyard.com/UZ2iWBnArnCFhenWA55k6H.html>

Moodle MH Campus Tool Video

Inclusive Access

Inclusive Access is an activation option your school or course can enroll in that provides first day access for all students where the cost of SIMnet is included as a course fee by your school.



Alejandra on Inclusive Access

<https://play.vidyard.com/U2uaX4vBtyd9bFANWva1Lh.html>



Inclusive Access Types

SIMnet supports a variety of Inclusive Access activation methods. The specific method used by your school is selected by the unique needs of your course.



LMS Integration Activation (Code Pool)

Schools that integrate SIMnet with their Learning Management System (LMS) such as Blackboard, Canvas, D2L, or Moodle have an option to automatically activate student accounts when students complete the pairing process. For this method, your school has pre-determined the type of SIMnet license you need and SIMnet will automatically issue you a code from the "pool" of codes they purchased on students behalf. Please visit the [Integrations](#) section for details. 🙌



Import Process Activation

Schools that don't integrate SIMnet with their Learning Management System (LMS) still have the option to use Inclusive Access. For this method, your instructor will create your SIMnet account for you and have it activated from the "pool" of codes they purchased on your behalf.



Class Level Activation

Schools that have a variety of different classes available in the same SIMnet URL may require a class level activations for Inclusive Access. For this method, a license will be applied to your SIMnet account based on your enrolled classes. This option takes about 15-minutes to complete after enrolling in SIMnet. While you wait, feel free to use Courtesy Access while you wait for your access to be automatically applied to your SIMnet account.



How do I opt out?

You may opt out of Inclusive Access either in your Learning Management System (LMS) or directly with your school. Once you opt-out of SIMnet you will have to either enter a valid registration code or [Purchase Online](#) as the activation your school purchased on your behalf will be revoked.

Returns & Exchanges



Returns for Online Payment

If you purchased SIMnet from the Buy Online links within SIMnet, and you have not used SIMnet, you may be eligible for a refund. Forward your purchase receipt to sales@decasoftware.com and explain why you need a refund.

If you did not purchase directly from the SIMnet website, you will need to contact the place where you purchased the license to inquire about return or exchange policies. Deca software cannot refund purchases made from your school bookstore or another seller.

If you purchased a code or license online from the McGraw Hill website, please review your invoice or receipt and follow the instructions provided on returns.



Exchanges

If you purchased a single application SIMnet code and registered for the wrong application, McGraw Hill technical support can help you switch applications. Visit the [👉 Getting Support](#) section for details.

If you purchased the wrong code online, send an email to sales@decasoftware.com and explain your situation to request a refund. Deca software can not exchange products, only process returns.

If you purchased the wrong code from your school bookstore or another seller, you will need to contact the place where you purchased the code to inquire about return or exchange policies.

Assignments

Restrictions

There are a number of reasons why you may not be able to access an assignment in SIMnet. These restrictions are set by your instructor as they set up your course.


Password

Your instructor may want to ensure that students are only accessing an assignment once they receive a password. In the manner your instructor chooses they will share the password with you. You will need to correctly input the password in order to access your assignment.


Word 2019 Skills Approach - Ch 1 Challenge Yourself 1.3

Personal Assignment? Yes

START DATE	DUE DATE	END DATE
06/12/20 12:00 AM	06/26/20 11:59 PM	07/03/20 11:59 PM
00/Centini	115/Centini	115/Centini

 Password required

Please enter the password your instructor gave you.

 Unlock assignment

Assignment locked by password

Enter the password your instructor has supplied and click the **Unlock assignment** button.

Location

Your instructor may want to ensure that you are taking an assignment from a certain location. In this case, your instructor will restrict your access to certain IP addresses. This is typically the case when you are required to take assignments from your school's computer lab.

If you are taking an assignment that is restricted by IP address you might not even notice if you only open the assignment in the appointed location. If you open the assignment from the incorrect location, you will see this restriction:

Word 2019 Skills Approach - Ch 1 Challenge Yourself 1.3

Personal Assignment? Yes

START DATE	DUE DATE	END DATE
06/12/20 12:00 AM US Central	06/26/20 11:59 PM US Central	07/03/20 11:59 PM US Central

Invalid IP address

Your instructor has restricted the IP address for this assignment. Please contact your instructor to find out why you're getting this message.

Assignment locked by location

You must open your assignment from your instructor's pre-selected location to access this assignment.



Time/Date

Your instructor may want to ensure that students are covering the same material at the same time. For example, you may start each course meeting with a quiz. Your instructor may limit each of these quizzes to the first 10 minutes of class. You may or may not be able to see these assignments ahead of the appointed time. If you can see the assignment but it is not yet available because it is not the appropriate time, you will see this restriction:

Word 2019 Skills Approach - Ch 1 Challenge Yourself 1.3

Personal Assignment? Yes

START DATE	DUE DATE	END DATE
06/13/20 12:00 AM US Central	06/26/20 11:59 PM US Central	07/03/20 11:59 PM US Central

Unavailable

The assignment is not available at this time.

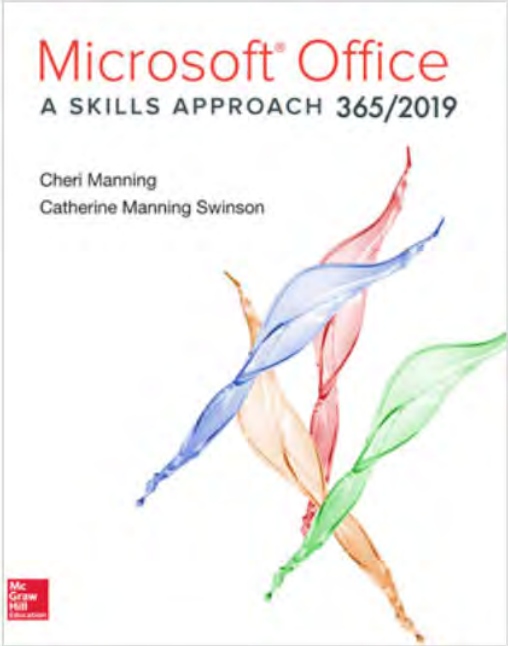
Assignment locked by time and date

To access this assignment you will need to wait until the appointed *Start Date* noted for the assignment.




Course Materials & Missing Modules

To access your course materials in SIMnet, you need to purchase access to the required books in the course. You may purchase the wrong access, or your instructor may inadvertently assign materials that are not part of the books you purchased for class. If you can't access the materials assigned to your class because you do not have the correct books, you will see a missing modules restriction:



Pages: 30

 **Missing modules**
This assignment requires a module for which you do not have a license:
SIMnet 2019 - Skills Approach - Office SIMbook

[Add a registration code](#)

Missing modules view.

To remedy this issue you should first speak with your instructor to determine whether or not you should have access to this assignment and how.

Lessons

The Lesson assignment view allows you to open the Lesson and view your progress.

Word Chapter 1 Lesson

COURSE NAME Student Help Class

1

2

Pages: 16

Take Lesson

3

75% complete (12/16)

Task List

#	Title	Tasks	Completed	
1	Introduction to Word	1/1	✓	i
2	Entering and Deleting Text	1/1	✓	i
3	Selecting Text	0/1	□	i
4	Checking Spelling and Grammar as You Type	1/1	✓	i
5	Using the Editor	1/1	✓	i
6	Using Undo and Redo	0/1	□	i
7	Finding Text	1/1	✓	i
8	Replacing Text	0/1	□	i

The Lesson assignment view

Assignment Details

1. Assignment title

The assignment title appears at the top of the lesson view. This title has been customized by your instructor.

2. Course name


The name of the course in which you are currently enrolled appears directly below the lesson title. If you are enrolled in more than one course, be sure the correct name appears to ensure you are taking the correct lesson.




Info: You may see **Personal Assignment? Yes** where your course name should be listed. This means your instructor has created an assignment that is only available to you. This may have been to provide you with an extension or a replacement assignment.

Opening the Lesson

3. Open the Lesson

The **Take Lesson** button will appear at the top of the view and opens the Lesson from the beginning. Visit the  [Exploring SIMbooks & Lessons](#) section for details on completing a lesson assignment.

4. Open a specific task

A specific task can be opened by clicking the **task title** and the Lesson will open directly to that task. Visit the  [Exploring SIMbooks & Lessons](#) section for details on completing a lesson assignment.

Viewing Progress

5. Completed task

A green check mark appears in the *Completed* column for all tasks that have been completed in the lesson. A progress meter also provides an overview of the percent complete.

6. Incomplete task

An empty checkbox appears in the *Completed* column for all tasks that have not been completed in the lesson.

7. More details

More detailed information about each task can be found by clicking the **View task details** button. The dialog that appears indicates the type of each task and if it has been completed. If a task has been completed, the date and time of completion is also included.

Custom Lessons


A Custom Lesson is created based on the questions you answered incorrectly in an exam and can be useful for practicing the skills that you find more challenging. You can create as many Custom Lessons as you need and they are always available to use as study guides for upcoming tests or to use for review.

Creating a Custom Lesson

The screenshot shows the SIMnet interface for an exam titled "Word 2016 - Level 4 Black Belt - Credential Exam". The top navigation bar includes links for ASSIGNMENTS, LIBRARY, GRADES, Student Help, and SIGN OUT. The exam results section displays a score of 77% (46/60) for the first attempt out of 60 questions. A yellow box with the number "1" and an arrow points to a blue button labeled "Create Custom Lesson". A "SUBMITTED" stamp indicates the exam was completed on 05/12/20 at 12:37 PM. A "This page is printable" link is also visible.

1. Create a Lesson from your exam results

Once you have completed an exam, the **Create Custom Lesson** button will appear near the top of the exam results screen. When you select it, SIMnet will automatically build related lesson content for all of the questions you answered incorrectly and create a new Custom Lesson. Simply click the button, enter a name for the Custom Lesson, and click the **Create Custom Lesson**.

 **Info:** The Create Custom Lesson feature may not be available for your exam. This feature needs to be enabled by your instructor.

Taking a Custom Lesson

Custom Lessons can be found in the Study Materials section of the Library.

Study Materials

To see details about the custom lesson, click the lesson title. If you would like to launch the lesson, click the rocket (🚀) icon.

Type in this box to filter by title...

Title	# Items	Created From
Word 2016 Custom Lesson	14	Word 2016 - Level 4 Black Belt - Credential Exam
Word Level 4 Custom Lesson	55	Word 2016 - Level 4 Black Belt - Credential Exam

1. 📖 Original Exam title


The **Created From** column shows the exam title from which the Custom Lesson was created.

2. 📄 Custom Lesson title

The **Title** column lists all of the Custom Lessons you have created. Click a Lesson title to go to the results screen.

3. 🚀 Open the Lesson

Click the rocket to open the Custom Lesson.

 **Info:** You can also launch a Custom Lesson directly from the Exam Results screen.

SIMbooks

The SIMbook assignment view allows you to open the SIMbook and view your progress.

McGraw Hill

SIMnet

ASSIGNMENTS

LIBRARY

GRADES

Lawson, Katie

?

SIGN OUT

Excel - Chapter 2 - Formatting Cells

1

Personal Assignment? Yes

COURSE NAME Skills 2019 Office

2

START DATE

DUE DATE

END DATE

05/01/20

11/04/23

11/04/23

12:00 AM

11:59 PM

11:59 PM

1 Hour access

11 1/2 Hours

1 Per Session

3

Microsoft Office

A SKILLS APPROACH 365/2019

Cheri Manning

Catherine Manning Swinson

Pages: 33

Open SIMbook

4

14% complete (3/22)

Page List

6

#

Title

Tasks

Completed

1

Formatting Cells Chapter Overview

7

None

☐

5

2

2.1 Cutting, Copying, and Pasting Cell Content

1/1

✓

8

3

2.2 Using Paste Options

7/7

✓

6

The SIMbook Assignment view

Assignment Details

1. Chapter title

The title of the SIMbook chapter appears at the top of the SIMbook assignment view.

2. Course name

The name of the course in which you are currently enrolled appears directly below the chapter title. If you are enrolled in more than one course, be sure the correct name appears.



Info: You may see **Personal Assignment? Yes** above your course name.


This means your instructor has created an assignment that is only available to you. This may have been to provide you with an extension or a replacement assignment.

3. Start date, due date, and end date

If your instructor has enabled a start date, due date, and/or end date for your assignment, it will appear in the top right corner of the SIMbook assignment view.

Opening the SIMbook

4. Open the SIMbook

The **Open SIMbook** button will appear at the top of the view and opens the SIMbook from the beginning. Visit the  [Exploring SIMbooks & Lessons](#) section for more details on completing SIMbook assignments.

5. Open a specific task

A specific task can be opened by clicking the **task title** and the SIMbook will open directly to that task.

Viewing Progress

6. More details

More detailed information about each task can be found by clicking the **View task details** button. The dialog that appears indicates the type of each task and if it has been completed. If a task has been completed, the date and time of completion is also included.

7. Incomplete task

An empty checkbox appears in the *Completed* column for all tasks that have not been completed in the SIMbook.

8. Completed task

A green check mark appears in the *Completed* column for all tasks that have been completed in the SIMbook. A progress meter also provides an overview of the percent complete.

Exams

The Exam assignment view allows you to open the Exam and view Exam attempt results.

Word 2016 - Level 4 Black Belt - Credential Exam

COURSE NAME: [Student Help Class](#)

START DATE	DUE DATE	END DATE
05/12/20 12:00 AM	05/21/20 11:59 PM	05/30/20 11:59 PM

Questions: 60
Attempts Allowed: 99
Time Limit: 90 minutes
Status: Not started

[Take Exam](#)

Previous Attempts

If your result is available, you can click the name below to see detailed information.

👁 - available results

Attempt (of 99)	Time	Date	Score ¹
Attempt 1	12:37 PM	05/12/2020	77% (46/60)

¹ Listed score may not reflect your final grade.

The Exam assignment view

Assignment details

1. 📁 Course name

The name of the course in which you are currently enrolled appears directly below the assignment title. If you are enrolled in more than one course, be sure the correct name appears to ensure you are taking the correct Lesson.




Info: You may see **Personal Assignment? Yes** where your course name should be listed. This means your instructor has created an assignment that is only available to you. This may have been to provide you with an extension or a replacement assignment.

Opening the Exam

2. Exam details

The Exam details section displays the following: the number of questions, the number of times you are allowed to attempt the Exam, the amount of time you are allotted per attempt, and the status of the Exam attempt that can be opened.

To open the Exam, click the **Take Exam** button. Once the Exam is opened, click the **Start Exam** button to begin the exam. The exam timer doesn't begin until you start the exam. Visit the  [Exploring Exams](#) section for details on completing an exam assignment.

3. Previous attempts

You can view previous Exam attempts that you have already completed under the *Previous Attempts* section at the bottom of the page. This section displays results for each submitted Exam attempt, the date on which you completed the Exam, and the score you earned for that attempt. The link associated with each attempt number appears on the left side of this section if you wish to view the specific results of each question in the Exam.

If you have not yet taken the Exam, a message displays at the bottom of the *Previous Attempts* section letting you know that there are no visible scores because the assignment has not yet been submitted.



Info: If the attempt link is not clickable and/or the score is reported as N/A this means your instructor has delayed the ability for you to view the results until

a later date. Often times these results will become available to view once all students and classes have completed the Exam.

Viewing Exam results

A detailed results view for each Exam attempt is available and provides an overview of your score and each question attempt.

Word 2016 - Level 4 Black Belt - Credential Exam

COURSE NAME Student Help Class This page is printable

SUBMITTED 05/12/20 12:37 PM

Score¹: **77% (46/60)**

Attempt: 1



Questions: 60

Create Custom Lesson

#	Question	Points	Correct?	Submitted Answer	
1	Open the <i>Insert Hyperlink</i> dialog to add a hyperlink that reads See the Appendix to the document. The link should take the reader to the <i>Appendix</i> section in the same document.	1/1	✓	In the <i>Insert</i> Ribbon Tab in the <i>Links</i> Ribbon Group, you clicked the Link button. Inside the <i>Insert Hyperlink</i> dialog, you typed See the Appendix in the <i>insertHyperlinkTextToDisplayInput</i> input. Inside the <i>Insert Hyperlink</i> dialog from the <i>insertHyperlinkLinkToTabList</i> list, you clicked the Place in This Document item. Inside the <i>Insert Hyperlink</i> dialog from the <i>placeInDocHyperlinkSelectAPlaceTreeList</i> list from the <i>placeInDocHyperlinkHeadingsTreeList</i> list, you selected Appendix . Inside the <i>Insert Hyperlink</i> dialog, you clicked the OK button.	History
2	Convert the text to a table with columns determined by tabs.	1/1	✓	In the <i>Insert</i> Ribbon Tab in the <i>Tables</i> Ribbon Group, you clicked the Table button. In the <i>Table</i> menu, you clicked the Convert Text to Table... menu item. Inside the <i>Convert Text to Table</i> dialog, you clicked the OK button.	History

1. 100 Your Exam score


The scores for each Exam attempt is represented as a percentage and as a fraction of the number of questions you answered correctly out of the total number of questions. This score represents the raw score earned on your Exam attempt.



!  **Warning:** The Exam score may not represent your final grade for this assignment. Your instructor may have customized the grading criteria used to determine the final grade. Please view your grade book in the  [Grades](#) section for your final grade.

2. ? The attempt and question numbers

The Exam attempt number and the number of questions in the Exam are displayed below the score you earned on that attempt.

3. 🎨 Creating Custom Lessons

To fine tune your knowledge for a particular subject, you can create a Custom Lesson based on the incorrect questions on your Exam attempt by clicking the **Create Custom Lesson** button. View the  [Create a Custom Lesson](#) section to learn more.

  **Info:** Your instructor may have disabled the create Custom Lesson feature and it may not be available on all Exam attempts.

4. 👓 Question results

The question results section provides details on the submitted answers on a question-by-question basis. Each question result provides the question number, the question, the number of points earned per question, whether or not the question was answered correctly, and the answer that was submitted.



Info: Your instructor may have disabled the ability to see the detailed question-by-question results.

5. Question attempt history

You can review the grade history for each question attempt by clicking the **History** button located to the next to the question details. The Grade History pop-up presents the question number, the attempt number, the date and time, an indication that the question was answered either correctly or incorrectly, and the submitted answer.



Info: If more than one attempt was made, this pop-up will display with the all of the information for each attempt.

Grade History



Question #1

Attempt	Date	Result	Submitted Answer
1	May 12 2020 12:13 PM		In the <i>Insert</i> Ribbon Tab in the <i>Links</i> Ribbon Group, you clicked the Link button. Inside the <i>Insert Hyperlink</i> dialog, you typed See the Appendix in the <i>insertHyperlinkTextToDisplayInput</i> input. Inside the <i>Insert Hyperlink</i> dialog from the <i>insertHyperlinkLinkToTabList</i> list, you clicked the Place in This Document item. Inside the <i>Insert Hyperlink</i> dialog from the <i>placeInDocHyperlinkSelectAPlaceTreeList</i> list from the <i>placeInDocHyperlinkHeadingsTreeList</i> list, you selected Appendix . Inside the <i>Insert Hyperlink</i> dialog, you clicked the OK button.

Question history available as of June 9th, 2013.

Close


The grade history pop-up view.

Projects


Assignment

The Project assignment view allows you to download, upload, and submit a Project for grading.

Viewing the Best Practices Guide

When you open a project assignment for the first time, you will be required to acknowledge that you have read the best practices guide before you can continue to the project. View the  [Best Practices](#) section for details.

1. Acknowledgement of Best Practices guide

Before you begin a project, you will be expected to read the Best Practices guide to improve your experience of completing a project. It will inform you of what is expected of you while completing and submitting a project for grading. For more information, you can view the  [Best Practices](#) section.

2. Print Best Practices

If you wish to access the Best Practices guide for offline reference, the Print button will allow you to print or save to PDF.

Completing Project Assignments

Project assignments require three basic steps: 1. Downloading the required files, 2. Completing your project in Microsoft Office and uploading to SIMnet, 3. Submitting your project for grading.

1. Download

Click the Start File link, then complete the project using the instructions below.

REQUIRED: Start File 1

2. Upload

Save your in-progress and completed work by dragging your file onto the page or clicking below.

2 → [Upload my file](#)

3. Submit

NOTE: You must upload a file before you can submit it for grading.

3 → [Grade my file](#)

VIEW: Instructions [Previous Attempts](#) [Best Practices](#)

4

Windows
☒
Mac

5
6

In this project, you will be fixing the résumé of an applicant for a marketing assistant position. There are a number of issues with the document that need correcting. First, you will need to adjust the view and zoom level to be able to work comfortably in the document. Next, you will add missing content and correct incorrect content in the résumé. You will move text using the *Cut* and *Paste* commands and find and replace words to help with readability. Finally, you will correct all grammar and spelling errors in the document.

Skills needed to complete this project:

- Using Views (Skill 1.15)
- Zooming a Document (Skill 1.13)
- Entering and Deleting Text (Skill 1.2)
- Selecting Text (Skill 1.3)
- Using Copy and Paste (Skill 1.9)
- Using Cut and Paste (Skill 1.10)
- Finding Text (Skill 1.7)
- Replacing Text (Skill 1.8)
- Checking Writing Errors as You Type (Skill 1.4)
- Using the Editor (Skill 1.5)

1. Open the start file **[First Name.LastName]-WD2019-FixIt-1-6**. The file has been automatically renamed to include your name. **Only change the project file name if directed to do so.**

2. If the document opens in Protected view, click the **Enable Editing** button in the Message Bar at the top of the document so you can modify the document.
3. Switch to **Read Mode**, and then switch back to **Print Layout** view. **Mac Users:** Skip this step and move on to **step 4**.
4. Adjust the zoom level to **110%**.

4

Word 2016 Skills Approach - Ch 1 Challenge Yourself 1.3

Personal Assignment? Yes

COURSE NAME Student Help Class

1. Download files.

Download the required project files using the links below or [open the File Download Wizard](#). Once complete, open the downloaded instructions file to begin.

OPTIONAL DOWNLOADS

[Best Practices](#)

START FILE (required)

[All Office versions](#)

INSTRUCTIONS (required)

[Office for Windows \(2013 or 2016\)](#)

[Office for Mac 2016](#)

2. Save file.

To save your in-progress or completed work, click "Upload my file" and select the file on your computer.

Upload my file

3. Submit file for grading.

IMPORTANT You must upload a file before you can submit it for grading.

Grade my file

Previous Attempts

If your result is available, you can click the name below to see detailed information.

- available results

Attempt (of 2) Submitted File

Time Date Score¹

You have not submitted this assignment yet.

1. Download the start file

You can begin working on a project by clicking the **Start File** link to download the file you will be working with.

2. Upload completed project file

You can save your in-progress work as well as your completed work by clicking the **Upload my file** button. You can also drag the file you want to upload onto the Projects page, which will automatically upload it.



Note: If you receive an error indicating your file doesn't contain your unique signature, ensure you upload the same file obtained from the Start File link in SIMnet. Using a project file from your SIMbook, instructor, or other sources will not contain the digital fingerprint required to associate the submission with your student record.



View the [Common Mistakes](#) section for additional details on upload errors.



Warning: SIMnet uses digital fingerprinting technology to ensure the integrity of project submissions. Project submissions that contain fingerprints from other courses, students, schools, or projects will either be rejected upon upload or an Integrity Violation will be raised for your Instructors review.

3. **Submit file for grading**

After you have uploaded your completed project file, you can submit it for grading. Once you have submitted your project, SIMnet will immediately grade and submitted the result to your grade book.



Warning: You must submit your completed project file prior to the assignment due date or you will not receive a grade even if you uploaded your file. SIMnet will **not** submit your project automatically.

Viewing Project Instructions and Results


4. Instructions

You can toggle between Windows and Mac instructions for a project depending on what kind of computer and operating system you are working on. The instructions are located on the lower portion of the screen, and you can document your progress by checking off the steps you have completed. The next instruction will be highlighted for you.




Note: By default, the toggle will automatically match the computer type you're working from.

5. Previous attempts

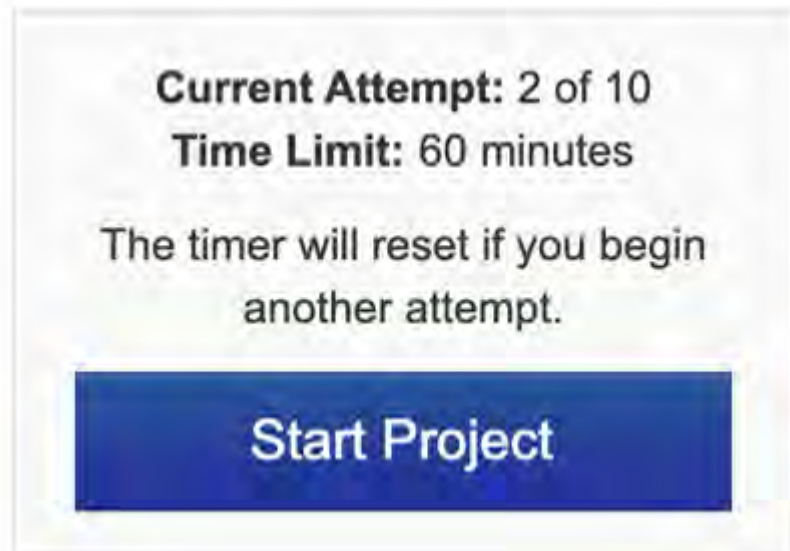
After you have completed a project, you will be able to view your previous attempts for that project by switching to the previous attempts page. This page will show you how many times you have completed that particular project, the dates and times you submitted each attempt, a copy of your submitted file, and the score you earned on each attempt. For more information, you can view the  [Results](#) section.

6. Best practices

While you are working on a project, you have the ability to view the Best Practices guide to ensure you are using the recommended methods of completing the project. For more information, you can view the  [Best Practices Projects](#) section.

Timed Projects

Completing Timed Projects



Start Timed Project

When you open a timed project assignment for the first time, you will be required to acknowledge that you have read the best practices guide before you can continue to the timed project. View the [👉 Best Practices](#) section for details.

After you have acknowledged that you have read the Best Practices guide, the Timed Project Start page will display the number of given attempts, attempts you have left, the time limit, and the Start Timed Project button. When you click the Start Project button, the timer will begin to count down from the given amount of time to zero.

Completing a Timed Project

Word 2019 Skills Approach - Ch 5

Fix it 5.6

COURSE NAME Student Help Class

START DATE	DUE DATE	END DATE
06/01/20 12:00 AM	07/01/20 11:59 PM	08/01/20 11:59 PM
US/Eastern	US/Eastern	US/Eastern

1. Download

Click the Start File link, then complete the project using the instructions below.

REQUIRED: [Start File](#) → **1**

2. Complete before:

6/15/2020 10:57:26 AM

2 US/Eastern
⌚ 00:59:25

3. Upload and Submit file for grading

Upload and grade your completed work by dragging your file onto the page or clicking below.

3 → [Upload and Submit](#)

VIEW: [Instructions](#) [Previous Attempts](#) [Best Practices](#)




Windows ☒ Mac

In this project you will be working on a research paper about alternate assessments for students. You will be fixing a number of errors in the paper. First you will work with track changes by accepting and rejecting changes that have been made. You will also reply to and resolve a comment. You will find a synonym for a word using the Thesaurus. You will change the reference style for the paper to APA and then correct a citation error. You will add a bibliography. You will replace the hand typed table of contents with one that is autogenerated. You will remove a manually entered note and replace it with a footnote. You will mark an entry for the index and then replace the hand typed index with an autogenerated one.

1. Download start file

When you first start your timed project the start file automatically downloads. You can also begin working on a timed project by clicking the **Start File** link to download the file you will be working with.



!  **Warning:** The amount of time it takes to download the file is included in the time it takes to complete the project.

2. Attempts and timer

The date and time by which the project should be completed appears at the top of the instructions page of the timed project. The timer appears below this, and counts down to zero from the given amount of time for the project.

3. Upload and submit file for grading

When you have finished the timed project and it is time to submit, you can upload your work for a grade by dragging your saved file onto the page, or by clicking the **Upload and Submit** button. This will submit your Timed Project to your instructor.

  **Note:** Timed projects automatically submit your project for grading once the upload completes.

Results

Reviewing Your Results

Word 2019 Skills Approach - Ch 2 Fix It 2.6

COURSE NAME Student Help Class This page is printable

Score¹: 14% (3/21)

File name: Help.Student-WD2019-FixIt-2-6(3).docx

Attempt: 1

Application used: Microsoft Macintosh Word 2016

Skills Approach 2019 Student Learning Objectives

Correct (3) Partial (0) Incorrect (18)

7 Change the font color of the name to Blue-Gray, Text 2 (it is the fourth option in the first row under Theme Colors). 0/1

8 Place your cursor in the first line of the address. Change the spacing after the paragraph to 0 pt. 0/1

9 Select the name and address at the top of the document (from James Houseman to 44333). Center align the text. 0/1

10 Select the first section heading (Summary) and apply the Heading 1 style. 0/1

NOTICE The image below is **NOT** the file you submitted. This is a representation of the solution file.

DOCUMENT settings

16.a

24.a

7.a

9.a James Houseman

8.a 4242 Scarlet Maple Rd.
Johnstown, OH 44333

11.a 12.a

10.a Summary

I am an accomplished professional offering a solid history of top perfor the field of marketing with a focus on the health care and publishing industrie skilled in managing multiple projects, meeting deadlines, and resolving issues escalation. I am also detail-oriented, well organized and an effective communi

2019 Project Results

1. 100 Score

You can view the score for a project after you have uploaded and submitted it for grading. Your grade will appear as a percentage as well as a fraction to indicate how much of the project you are comfortable with and what you may still need to work on.

2. Download your submitted file

For your reference, you may download the file submitted for grading.

3. **Project attempt information**

The name of the file you submitted appears underneath your score. The file name contains your unique name signature, the project name, and the file type.

If your instructor has permitted one single project submission attempt, the attempt number will be 1. If your instructor has permitted multiple attempts for the submission of the project, this number will change depending on how many times you have submitted a file for grading.

Finally, the application that was required to complete the project will appear, to indicate whether you used the recommended program to complete the project.

4. **Learning Objectives**

Each part of the project instructions cover a different learning objective for that chapter within the textbook. As you complete the project, you are graded according to whether you completed the instructions associated with the objectives correctly, incorrectly, or partially.

5. **Feedback and Solution File**

The solution file is a pre-created document that represents what the end file of the project should look like. This representation will point out the areas that should have been changed as well as the objectives associated with the change made to that part of the document.

When your project is graded, it is compared to this file. If it is made available to you, you can download the solution file as a PDF by clicking the Download Solution File button.



Note: This feature is only available if your instructor allows it.

Best Practices

Before you begin your first project, you'll need to review the Best Practices guide. This guide will help you complete each step of your assignment successfully.

Always use the project instructions provided online and follow them in order.

Always begin a project with the Start file; **do not** start using a file that you created yourself.

Always use the correct version of the MS Office software to complete your project.

Always use a single space after punctuation at the end of sentences; **do not** use two spaces.

Do not open your start file with the browser-based Office 365 Web Apps.

Do not copy and paste any part of the project unless specified in the instructions.

Do not switch between Windows and Mac computers while completing your project.

Do not include the SAMPLE SOLUTION watermark in your solution file.

✓ Determine your version of Office

Different versions of Microsoft Office have different features, menu options, themes and styles. Microsoft Office 365/2019 projects must be completed using Microsoft Office 365 or Microsoft Office 2019.

→ Your Office Version

/assignments/projects/your-office-version

To Complete a Project

Step 1: Download the Project Files and follow the instructions

1. Download Click the Start File link, then complete the project using the instructions below. REQUIRED: Start File OPTIONAL: Best Practices ...or, use the File Download Wizard	2. Upload Save your in-progress and completed work by dragging your file onto the page or clicking below. NOTE: You must first download the start file. Upload my file	3. Submit NOTE: You must upload a file before you can submit it for grading. Grade my file
---	---	--

Step 1. Download

Download the files needed to complete your project assignment.

Method one

Download the *REQUIRED* project files using the links in the *1. Download* section. Click the **Start File** link to open or save the file in which you will complete your project. Click the **Resources** link to download the additional files you will need to complete your project. If the Resources link does not appear, your project does not require additional resources.

Method two

To download the *REQUIRED* project files using the *Download Wizard*, click the **File Download Wizard** link in the *1. Download* section. When the Download Wizard opens, the project start file will download automatically to the downloads folder on your computer. Click the **Download Resource Bundle** button for resources. If the *Download Resource Bundle* button does not appear, your project does not have any additional resources. In the last window of the Wizard, you may choose to download the *Solution File pdf*, *Best Practices* file or Skip downloading any files. When done, click the **CLOSE** button to close the *Download Wizard*.

Your start file will be automatically renamed to include your name. Do all your work in this file and only this file!

Open your downloaded start file. After opening your start file, view the project instructions on screen by selecting the **View: Instructions** button. Project instructions may differ between Office for Windows and Office for Mac. In this case you will see *Windows/Mac* switch in the instructions. By default, the selection matches your type of computer. Many projects don't have instruction differences between Office for Windows and Office for Mac. In this case you will see the message "*These instructions are compatible with both Microsoft Windows and Mac operating systems.*"

Use any Resources as instructed to complete the project. Follow each instruction using the instructions online. After you complete each step, click the **check box** next to it if you would like to track your progress. The next unfinished step in the project will be highlighted yellow. If you would like to clear all of the check marks to start again, click the **Reset Progress** button. The instructions may be printed or saved to a PDF by clicking on the **printer/download** icon. Review your previous submissions by clicking the **View: Previous** attempts button. Depending on what your instructor has made available to you, you can view your previous attempts to see where you lost any points to improve your score on the next submission.



Step 2: Upload & Save the Project

<p>1. Download</p> <p>Click the Start File link, then complete the project using the instructions below.</p> <p>REQUIRED: Start File</p> <p>OPTIONAL: Best Practices</p> <p>...or, use the File Download Wizard</p>	<p>2. Upload</p> <p>Save your in-progress and completed work by dragging your file onto the page or clicking below.</p> <p>NOTE: You must first download the start file.</p> <p>Upload my file</p>	<p>3. Submit</p> <p>NOTE: You must upload a file before you can submit it for grading.</p> <p>Grade my file</p>
--	--	---

Step 2. Upload

Once you have finished your project file, you need to upload & save it to SIMnet.

Method One

Click and drag your file to the *2. Upload* section. Release the file in the yellow area.

Method Two

Click the **Upload my file** button under *2. Upload* section. Select your file in the File Explorer and click **Open** to upload it.

In the *Submit Uploaded file?* dialog, click **No, I'm not ready**, to save your file to SIMnet. If you have uploaded a file previously, this new file will replace it. Once you've uploaded your file, you can download it again from the *SAVED FILE* link in the *3. Submit* section, by clicking the file name link.



Step 3: Submit your Project for Grading

<p>1. Download</p> <p>Click the Start File link, then complete the project using the instructions below.</p> <p>REQUIRED: Start File</p> <p>OPTIONAL: Best Practices</p> <p>...or, use the File Download Wizard</p>	<p>2. Upload</p> <p>Save your in-progress and completed work by dragging your file onto the page or clicking below.</p> <p>Upload my file</p>	<p>3. Submit</p> <p>SAVED FILE: Christopher.Bonner-WD2019-Challenge...</p> <p>NOTE: This will be replaced if you upload a new file.</p> <p>Grade my file</p>
--	--	---

Step 3. Submit

Once you have uploaded your project file, the *Submit Uploaded File* wizard will also let you grade your file immediately by clicking **Yes, submit the file**. If you select **No, I'm not ready**, in step 3, you can just click the **Grade my file** button to submit your

project for grading. Once the project is graded a *Project Results* page will open. You can filter the results by *Correct*, *Partial* or *Incorrect* answers.

✓ Determine your version of Office

Different versions of Microsoft Office have different features, menu options, themes and styles. Use the correct version of the MS Office software to complete your project. All 2016 Word, Excel and PowerPoint projects have been adapted for Mac users.

→ Your Office Version

/assignments/projects/your-office-version

100 To Complete a Project

↓ Step 1: Download the Project Files and follow the instructions

1. Download files.

Download the required project files using the links below or [open the File Download Wizard](#). Once complete, open the downloaded instructions file to begin.

OPTIONAL DOWNLOADS

[Best Practices](#)

START FILE (required)

  [All Office versions](#)

INSTRUCTIONS (required)

 [Office for Windows \(2013 or 2016\)](#)

 [Office for Mac 2016](#)

Step 1. Download Files

Download the files needed to complete your Project assignment.

Method One

Download the optional project files using the links under the *OPTIONAL DOWNLOADS* section. Click the **Best Practices** link to download the Best Practices guide. Click the **Solution** link to download the project solution PDF if it has been made available by your instructor.

Click the **All office versions** link under the *START FILE* section to download the project start file.

Download the required project files using the links. Click the **Office for Windows (2013 or 2016)** link under *INSTRUCTIONS* to open or save the step-by-step directions. For Mac instructions, click the **Office for Mac 2016**.

Click **All office versions** link under *RESOURCES* section for extra files necessary to complete the project. If the *RESOURCES* section does not appear, your project does not require additional resources.

Method Two

To download the required project files using the Download Wizard, click the **open the File Download Wizard** link under *1. Download files.* section. When the **Download Wizard** opens, the project start file will download automatically to the downloads folder on your computer.

Click the **Download Instruction File** button for instructions, then the **Download Resource Bundle** button for resources. If the *Download Resource Bundle* button does not appear, your project does not have any additional resources.

In the last window of the **Wizard**, you may choose to download the *Solution File* pdf, *Best Practices* file or *Skip* downloading any files. When done, click the **CLOSE** button to close the *Download Wizard*.

Step 2: Complete the Project

Open your downloaded start file and follow the Instructions to complete your project in the start file. Use any Resources as instructed to complete the project. Be sure to complete all instructions carefully!

NOTE: Your start file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor, and save it. Do all your

work in this file and only this file!

Step 3: Upload & Save the Project

2. Save file.

To save your in-progress or completed work, click "Upload my file" and select the file on your computer.

Upload my file

Once you have finished your project file, you need to upload & save it to **SIMnet**. Click the **Upload my file** button under *2. Save file*. section. Select your file in the **File Explorer**, and click **Open** to upload it.

In the *Submit Uploaded file?* dialog, click **No, I'm not ready**, to save your file to **SIMnet**. If you have uploaded a file previously, this new file will replace it. Once you've uploaded your file, you can download it again from the CURRENT FILE section, by clicking the file name link.



Step 4: Submit your Project for Grading

3. Submit file for grading.

Once you have uploaded your completed file, click "Grade my file" to get your score.

Grade my file

Once you have uploaded your project file, the *Submit Uploaded File* wizard will also let you grade your file immediately by clicking **Yes, submit the file**. If you select **No, I'm not ready** in step 3, you can just click the **Grade my file** button to submit your project for grading.

Once the project is graded a **Project Results** page will open. You can filter the results by *Correct*, *Partial* or *Incorrect* answers. You can also view the feedback for the

partially correct and incorrectly completed instructions by clicking the arrow to the right of the instruction number.

You will need to save files to your computer to complete Project assignments. Review those steps for your browser before attempting your project.

→ **Saving Downloaded Files**

</miscellaneous/saving-files>

Some Project assignments include .zip files to download. Review the steps for downloading and extracting .zip files for your project.

→ **Extracting .zip Files**

</miscellaneous/extracting-zips>

Saving Instructions





Project assignments for SIMnet 2019+ can be viewed directly in your browser. If you would prefer, they can be downloaded to your computer to review offline. To save your project instructions to your computer, click the **Print/Download** icon in the upper right corner of your project instructions.

VIEW:

Instructions

Previous Attempts

Best Practices

Windows

☒

Mac

In this project you will be working on a research paper about alternate assessments for students. You will be fixing a number of errors in the paper. First you will work with track changes by accepting and rejecting changes that have been made. You will also

Project instructions view


Chrome

Click the **Print/Download** icon to open the *Print* dialog. Ensure that the *Destination* option is set to **Save as PDF**. Click the **Save** button to save the instructions to your computer.

Print

3 pages

Destination

 Save as PDF ▼

Pages

All ▼

Pages per sheet

1 ▼

Margins


Default ▼

Options


☒ Headers and footers

☐ Background graphics

Print using system dialog... (⌘P)



Open PDF in Preview

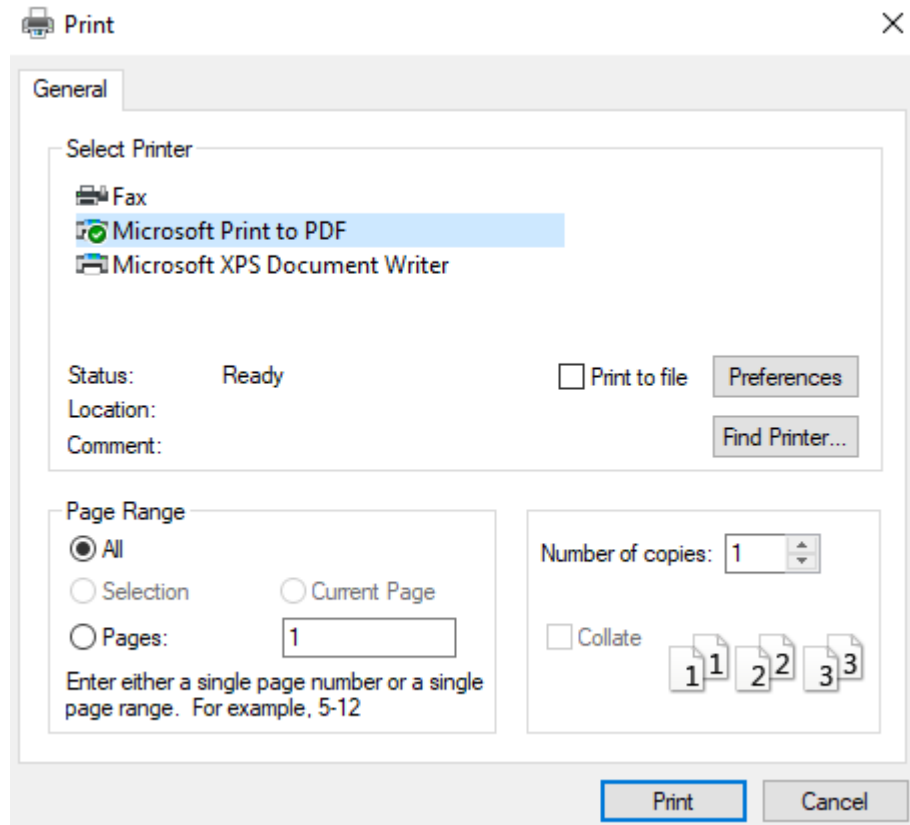


Cancel

Save

Firefox

Click the **Print/Download** icon to open the *Print* dialog. Ensure that the *Selected Printer* is **Microsoft Print to PDF**. Click the **Print** button. Use the *Save As* dialog to save the file to the desired location.




Edge

Click the **Print/Download** icon to open the *Print* dialog. Ensure that the *Selected Printer* is **Microsoft Print to PDF**. Click the **Print** button. Use the *Save As* dialog to save the file to the desired location.

SIMnet - Access 2019 Skills Approach - Ch 1


Printer

 Microsoft Print to PDF ▼


Let the app change my printing preferences

☒ On

Orientation

 Portrait ▼

Pages

 All pages
The whole document ▼

Scale

Shrink to fit ▼

Margins

Normal ▼

Headers and footers

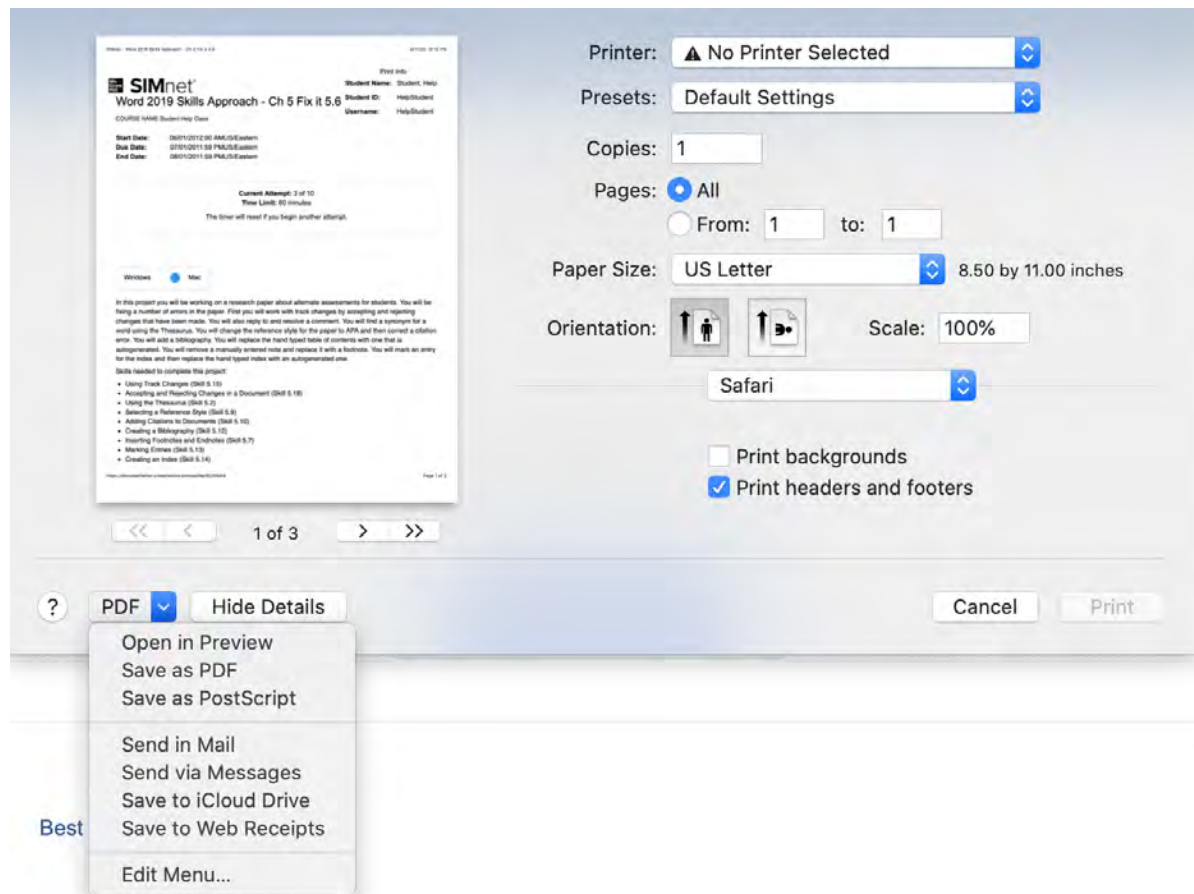
Off ▼

[More settings](#)

Print Cancel

Safari

Click the **Print/Download** icon to open the *Print* dialog. In the lower right corner of the dialog, select the **Down Arrow** next to the PDF menu. Select **Save as PDF**. Use the *Save As* dialog to save the file to the desired location and click **Save**.



Your Office Version

Completing SIMnet Projects requires having Microsoft Office 2016 or Office 2019/365 installed on your computer. SIMnet projects are not compatible with Microsoft Office Online. You can determine your version of Microsoft Office for Windows and Mac with a few clicks:

Windows

1. Open **Word, Excel, PowerPoint, or Access**.
2. Click the **File** tab to open the Backstage view.
3. Click **Account** to view your installation information.
4. Your Version must be 15 or greater to complete SIMnet projects.



Access account information

Mac

1. Open **Word, Excel, or PowerPoint**.
2. Choose the **Word** menu and click **About Word**; the **Excel** menu and click **About Excel**; or the **PowerPoint** menu and click **About PowerPoint**.
3. To complete SIMnet projects, your **Version** must be 15 or greater.



Common Mistakes



You are using the wrong version of Microsoft Office

SIMnet Project assignments must be completed on Microsoft Office 2016 or newer and must not use the online version of Office. Review [Your Office Version](#) to determine if your version is correct.



Your uploaded file does not match what is on your computer

Many students have inadvertently submitted files that do not contain their work! Make sure you save your file and that you know the name and location of that file. SIMnet can only grade the work you submitted. SIMnet does not ever change the contents of your file after it is submitted.



Your file is too large to upload

All SIMnet Project assignments are small files. Each correctly completed project file is designed to be smaller than 10MB. If your file is larger than 10MB you will not be able to upload it. You will receive an error saying:

The page was not displayed because the request entity is too large.



Error displayed when a file is too large



Your file does not contain your Unique Signature

Your instructor may only allow you to submit Project files that are easy to prove are yours. If you get an error indicating your file does not contain your unique signature, you may have:

Downloaded somewhere other than your SIMnet assignment page.

The file may contain work copied from another file.

A file obtained from an incorrect class assignment.

You will need to complete the work from your project assignment page. Review the [Best Practices](#) guide about downloading the appropriate files for Project assignments. The error message is:

Error: The file does not contain your unique signature. Ensure that the uploaded file was obtained by downloading the project start file from SIMnet.



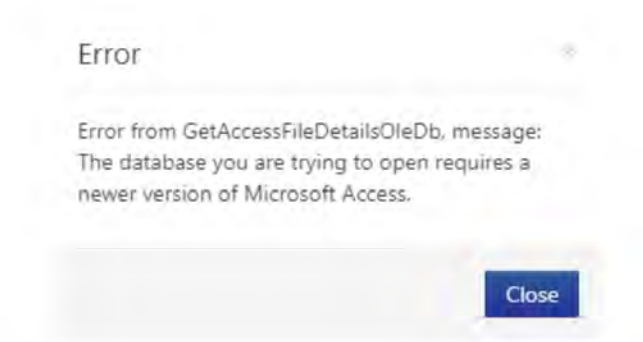
Error displayed when an invalid signature is found.



You need a newer version of Microsoft Access

Files for Access Database assignments cannot be uploaded if they contain the Large Number file type. Files that have this data type will receive an error message saying

Error from GetAccessFileDetailsOleDb, message: The database you are trying to open requires a newer version of Microsoft Access.



Error displayed when using the Large Number data type

To fix this issue, complete the following steps:

Open your database and open each table in Design View.

Review each Field's Data Type and determine which fields have the Large Number data type. Change all Large Number data types to Number.

Use the Compact & Repair feature in the Backstage View.

Now you can Save and Submit your file for grading.

There are no Mac files for your Microsoft Access Project assignments

Microsoft does not currently offer the Access application for Mac computers. Access Project assignments can only be completed on computers using the Windows operating system.

SIMpaths

The SIMpath assignment view allows you to take a pre-test, a lesson, and a post-test, and view your results for each.

Opening a SIMpath assignment

2019 Word Chapter 4 SIMpath } 1

Personal Assignment? Yes

1. Take pre-test

The pre-test will help determine which tasks would be helpful for you to study.

Attempts Allowed: 1
Time Limit: 30 minutes

2. Take lesson

The lesson is generated by the results of your pre-test. It adjusts to focus on the areas where you could use some work.

3. Take post-test

During this step, you will be evaluated on what you knew in the pre-test and what you learned in the adaptive learning lesson.

Attempts Allowed: 1
Time Limit: 30 minutes

2 → Take pre-test

3 → Skip Pre-test

Take lesson

4

Take Post-test

5

SIMpath Assignment page

1. SIMpath assignment title

You can view your SIMpath assignments by clicking the assignments tab, clicking SIMpath from the left side of the page, and selecting the SIMpath assignment title.



Info: You may see **Personal Assignment? Yes** where your course name should be listed. This means your instructor has created an assignment that is only available to you. This may have been to provide you with an extension or a replacement assignment.

2. Take Pre-test

Taking a pre-test will help you and your instructor figure out which tasks you may need help with, and which tasks you know well. The pre-test is a way to measure how comfortable you are with the subject matter before you have been introduced to it.

3. Skip/Advance Pre-test

If you skip the pre-test, you will receive a zero for the pre-test portion of the SIMpath. If you fail to complete the pre-test portion of the SIMpath prior to it's due date your pre-test will automatically be skipped.

4. Take SIMpath Lesson

After you have taken the pre-test, or skipped it, the results will generate a personalized lesson that focuses on your pre-test results.




Info: Your instructor can configure your lesson to contain skills related to incorrectly answered pre-test questions or all skills related to the pre-test.



Info: A Lesson skill may cover the learning outcome for more than one pre-test question. For example, if you incorrectly answer 3 pre-test questions you may only receive 1 skill in your Lesson.

5. Post-test

Taking a post-test after you have completed a lesson will indicate where you have improved since taking the pre-test, and whether or not there are still some areas that you may need to revisit. Your results will be sent to your instructor so that they can see your improvement as well.


 **Info:** In most cases, instructors choose to use the post-test grade as your score for all steps in the SIMpath.

SIMpath Results

Pre-test Result ←

1


Lesson details

Attempt	Time	Date	Score ¹
 Pretest	1:03 PM	06/01/2020	85% (33/39)

Lesson Result ←

2


Lesson details

Attempt	Time	Date	Score ¹
 Lesson	10:08 AM	06/02/2020	100% (23/23)



Post-test Results ←

3


If your result is available, you can click the name below to see detailed information.

 - available results

Lesson details

Attempt	Time	Date	Score ¹
 Posttest 1	10:21 AM	06/02/2020	8% (3/39)
 Posttest 2	11:35 AM	06/02/2020	97% (38/39)

¹ Listed score may not reflect your final grade.

!  **Warning:** Result scores and grade book grades are not the same thing.

Results reported are your raw scores, not your grade. For example, if you correctly answer 7 / 10 pre-test questions your post-test score will be based on 3 questions because you've already answered 7 questions correctly on the pre-test. However, your post-test grade book grade will be based on 10 points. In this case, if you never attempt the post-test you would automatically have a grade of 7/10 based on the points earned from your pre-test.

1. Pre-test result

The results of your SIMpath pre-test will display the date and time you completed the exam, as well as the score you earned on that attempt.

2. Lesson result

The results of your SIMpath Lesson will display the date and time you started and completed the lesson, as well as the score you earned on that attempt.

3. Post-test result


The results of your SIMpath post-test will display the date and time you completed the exam, as well as the score you earned on that attempt.

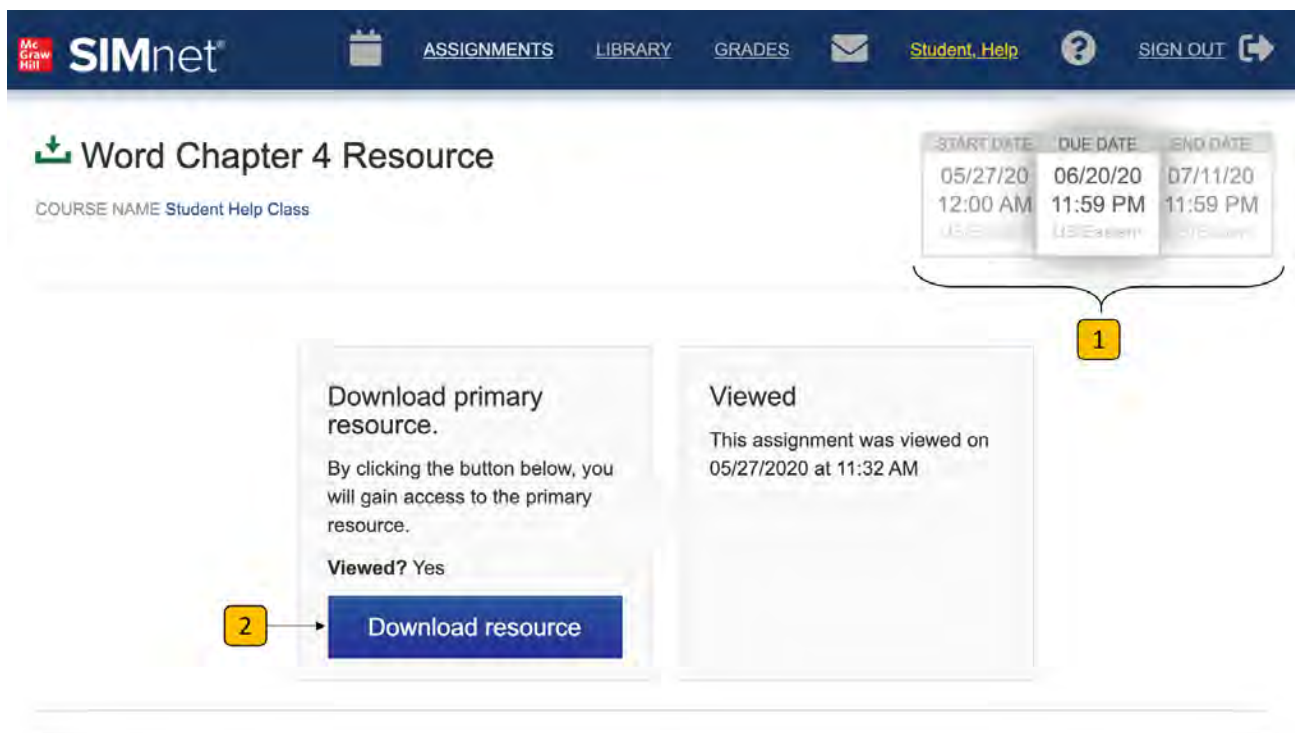
Resources

The Resource assignment view allows you to download, upload, and submit a Resource for grading.

Opening View-Only Resources

You can view your Resource assignments by clicking the assignments tab, clicking Resources from the left side of the page, and selecting the Resource assignment title.

 **Success:** View only resources will mark your resource as complete in the grade book upon first view or download of the Resource.



Word Chapter 4 Resource

COURSE NAME Student Help Class

START DATE	DUE DATE	END DATE
05/27/20 12:00 AM U.S.E.	06/20/20 11:59 PM U.S. Eastern*	07/11/20 11:59 PM U.S. Eastern*

1

Download primary resource.

By clicking the button below, you will gain access to the primary resource.

Viewed? Yes

2 [Download resource](#)

Viewed

This assignment was viewed on 05/27/2020 at 11:32 AM

View-Only Resource

1. Date and time



Start date: The Resource assignment start date is set by your instructor, and displays the date and time that the resource will be open for you to view.

Due date: The Resource assignment due date lets you know by when you should have viewed the resource.

End date: The Resource assignment end date is also set by your instructor, and displays the date and time the resource will no longer be available for you to view or submit.



2. Download/View Resource

The download resource button will begin the download process when you are ready to download the resource onto your computer. When you have downloaded the resource, the **Viewed?** status will change to "Yes", and a date and time stamp will appear to the right, indicating when you last viewed the resource.

  **Info:** Some Resource assignments contain links to other websites, for link based Resources a new browser tab will be opened with that website.

Opening Submittable Resources

You can view your Resource assignments by clicking the assignments tab, clicking Resources from the left side of the page, and selecting the Resource assignment title.

  **Info:** You may see **Personal Assignment? Yes** where your course name should be listed. This means your instructor has created an assignment that is only available to you. This may have been to provide you with an extension or a replacement assignment.


Excel Chapter 6 Resource

Personal Assignment? Yes

COURSE NAME Student Help Class

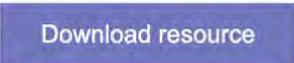
1. Download primary resource.

The following supplemental resources are also required for this assignment.

[Background information](#) 


By clicking the button below, you will gain access to the primary resource.

Viewed? Yes

1 

2. Save file.


To save your in-progress or completed work, click "Upload my file" and select the file on your computer.



2 

3. Submit file for grading.


In order to submit a resource for grading, you need to first upload & save the completed resource and then "Submit" it.

3 

This personal assignment has been completed and the results have been recorded for the class.

Previous Attempts **4**

If your result is available, you can click the name below to see detailed information.

 - available results

Attempt (of 1)	Submitted File	Time	Date	Feedback
Attempt 2	WD2019-FixIt-6-6(5).docx	1:52 PM	05/28/2020	—

¹ Listed score may not reflect your final grade.

Submittable Resource

1. Downloading Resources

The **download resource** button allows you to access and complete your Resource assignments by downloading and saving them to your computer. Once you have viewed your Resource, the **Viewed?** status changes to "Yes" and has a date and time stamp letting you know when you last viewed the Resource.

There may be supplemental resources in addition to the primary resource your instructor would you to view. If that is the case, the **Background Information** link will appear that will download the supplemental resource for you. You will be able to access this before and after you have downloaded the primary resource.

2. Uploading and Saving Resources

The **upload resource** button will be available after you download the Resource. You can upload and save your Resource assignment attempt while it is in progress or when it is complete before submitting it for grading.

3. Submitting Resources for grading



When are ready to submit your Resource assignment, the **submit** button allows you to choose which one you want to submit from the list of uploaded and saved Resources. If you have not already uploaded a file and saved it, you will be able upload a file from your computer for submission.

After you have submitted the resource, the **submit** button is replaced with a message that lets you know that your submission results have been recorded for the class.

4. Previous Attempts


You can view previous Resource submission attempts under the *Previous Attempts* section at the bottom of the page. This section displays the name of the submitted file as well as the date and time you submitted it for grading. If you wish to review the submission, you can click the **Submitted file** link and view your attempt.

After your instructor has viewed your submission, they may provide feedback in the bottom right corner under **feedback**.

  **Info:** Your instructor may choose to provide feedback as comments directly in the file itself, and consequently will not show up in this section.

If you have not yet submitted a resource, a message displays at the bottom of the *Previous Attempts* section letting you know that there are no visible attempts because the assignment has not yet been submitted.

Extracting Resources

For information regarding extracting resource files, view the  [Extracting .zip Files Page](#).

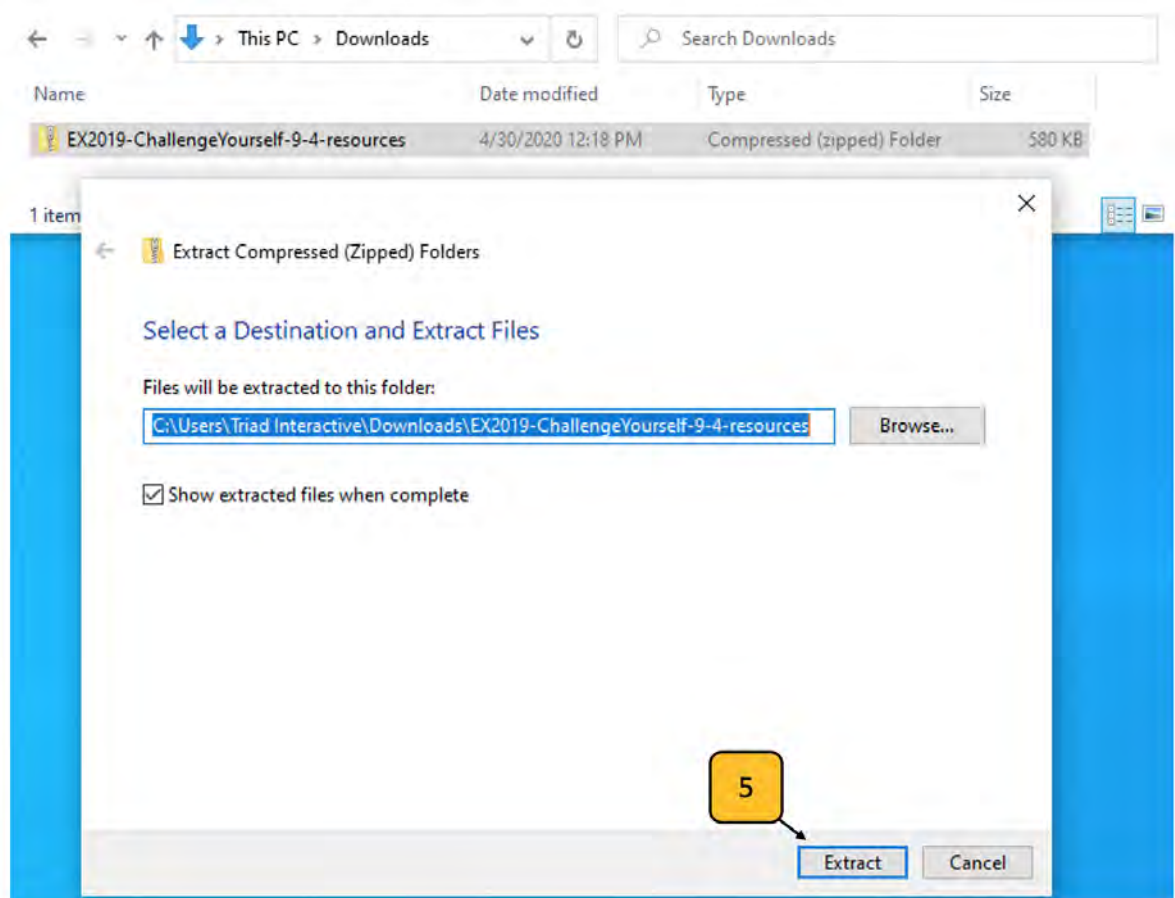
Miscellaneous

Extracting .zip Files

Your Project or Resource assignment may include a group of files using the .zip file format. The .zip file format combines and compresses files to simplify downloading files. When there are many files needed you'll download them all at once in a .zip folder. You'll need to extract those files to use them in your project. To extract the files in a zipped folder:

Windows

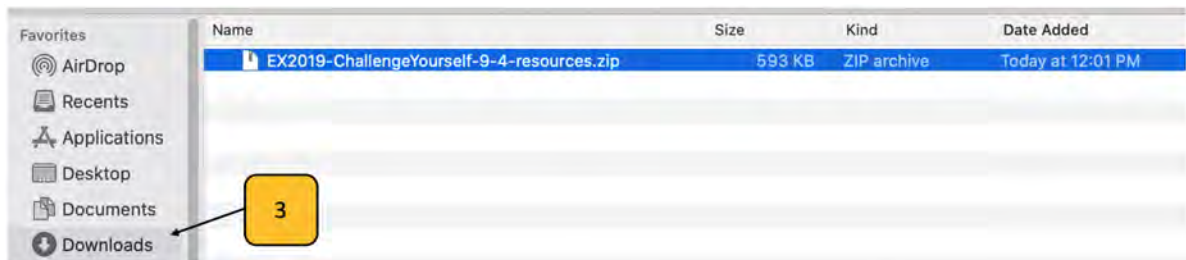
1. On the project page, click the **Resources** link.
2. 🖱️ Saving Downloaded Files
3. Open your **Downloads** folder.
4. Right-click the zipped folder file you just saved and choose **Extract All...** from the menu.
5. Click the **Extract** button to extract the folder.
6. Double click the extracted folder to open it.



The Extract button

Mac

1. On the project page, click the **Resources** link.
2. 🖱️ Saving Downloaded Files
3. Open your **Downloads** folder.
4. Double click the zipped folder to extract the files.
5. Double click the extracted folder to open it.



The Downloads folder

Saving Downloaded Files

Your SIMnet course may require you to download files and work on them. [Project](#) assignments and [Resource](#) assignments require downloading files. SIMbooks and Lesson assignments include *Let Me Try Live* files that you can download to practice your skills directly in Microsoft Office.

To save a file to your computer from SIMnet, click on the link or button to begin the file download.

Chrome

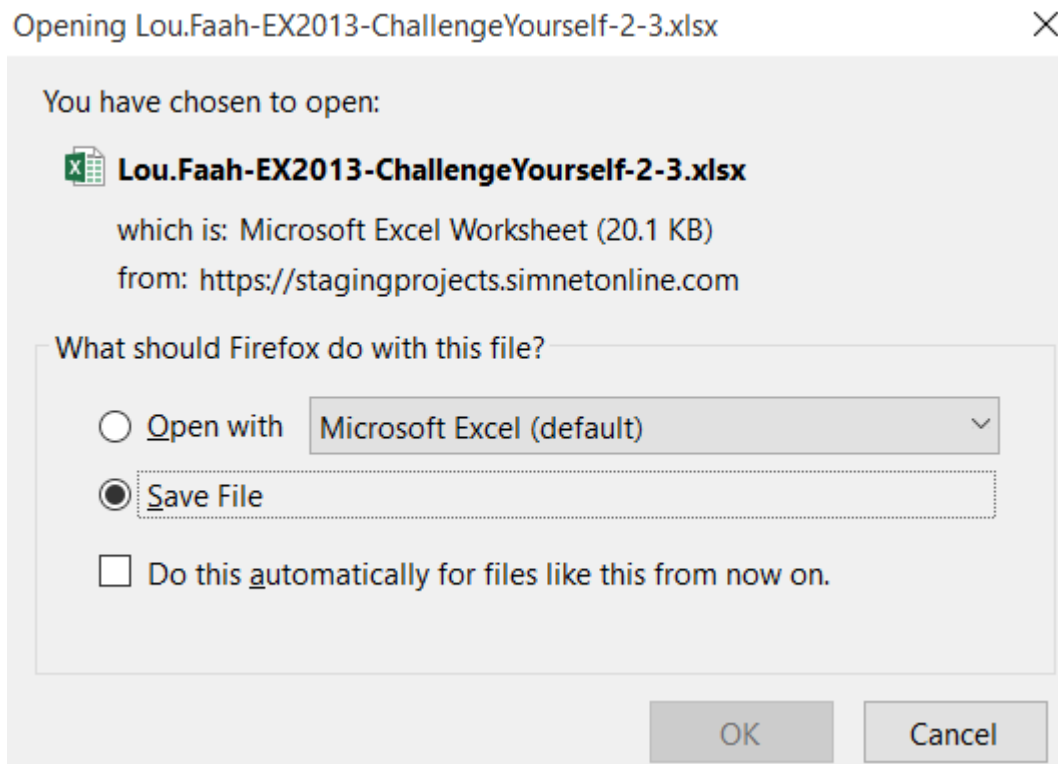
1. The file will be saved to the *Downloads* folder automatically.
2. Click the **file name** in the *Download bar* at the bottom of the browser window to open it.



Chrome download bar

Firefox

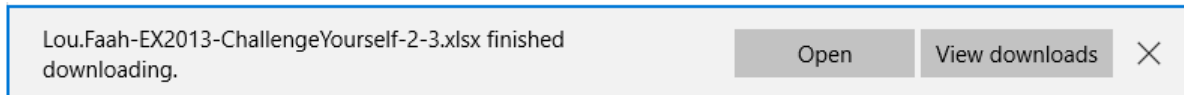
1. Select the **Save File** radio button in the *Opening...* dialog. The file will be saved to the *Downloads* folder on your computer.
2. Click the **Download** arrow at the top of the browser window, and then click the **file name** to open it.



Firefox download window

Edge

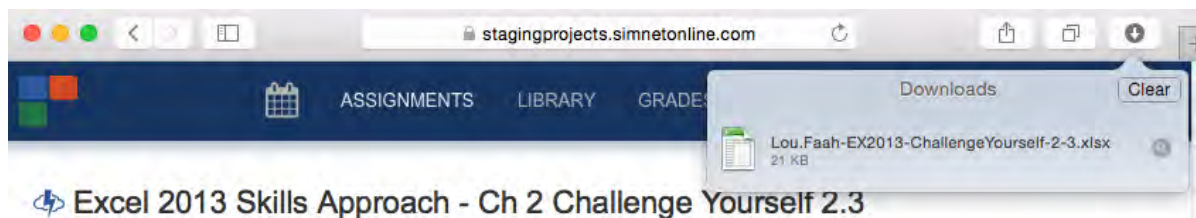
1. The file will be saved to the *Downloads* folder automatically.
2. Click the **View downloads** button in the *download bar*, and then click the **file name** to open it.



Edge download bar

Safari

1. The file will be saved to the *Downloads* folder automatically.
2. Click the **Show Downloads** button at the top of the browser window and then click the **file name** to open it.



Safari Show Download button

Important Links

Getting Support



If you need help with a SIMnet issue please contact the McGraw Hill Customer Support Team. Be sure to review the SIMnet [Support Guidelines](#) prior to contacting the Support team.



Higher Education (United States, Canada)

Hours of Operation:

Sunday: 12:00 PM to 12:00 AM EST

Monday-Thursday: 24 hrs

Friday: 12:00 AM to 9:00 PM EST

Saturday: 10:00 AM to 8:00 PM EST

Phone: (800) 331-5094

Online: [Submit a Support Request](#)

Chat: [Chat with a Representative](#)



PreK-12 (United States)

Phone: (800) 437-3715

Online: [Submit a Support Request](#)

Hours of Operation:

Monday-Friday: 7:00 AM to 8:00 PM EST



Higher Education (International)

Asia

China, Hong Kong, Malaysia, Philippines, Singapore, South Korea, Taiwan, Thailand

Phone: +800-881-39190

Australia and New Zealand

Phone: +800-881-39190

Europe, Middle East and Africa

Belgium, Denmark, France, Iceland, Italy, Netherlands, Norway, Spain, South Africa, Sweden and UK

Phone: +800-881-39190

India

Phone: +800-919-0301 (000-800-919-0301)


Support Guidelines




Contacting McGraw Hill Support Guide

1. **Success begins on the first day of class with SIMnet.** Follow these fundamental steps.

Step 1: Make sure you know your School Specific URL for the course. (The account URL (Web address) always begins with *https://* and ends with *simnetonline.com*.) If you don't have this information, please ask your instructor.

Step 2: Run a Systems Requirements Check. On  The Home Page, scroll down approximately 3/4 of the way down the page, look for the header Help & Support, click on Systems Requirements Check to ensure your system meets the requirements and you are ready for an optimal experience.

Step 3: If you experience any difficulties contact McGraw Hill Tech Support first. On the same opening log-in screen, approximately 3/4 of the way down the page, look for the header Help & Support, click on Technical Support. Review the hours of operation and contact details in the  Getting Support section.

2. **Tips for Communicating with MHHE Technical Support.**

Step 1: Be prepared to answer these common questions in advance.

Browser used and version: Edge____ Firefox____ Chrome____ Safari ____

Connectivity: Wi-Fi wireless____ hardwired desktop____

MS Office: 2019____ 2016____ Other____

Course/Section: _____ (example: CIS 110 D1)

Assignment: _____ (example: Excel Project 2-5)

Step 2: Call first if during the outlined Tech Support Hours, if after hours use email. *Note:* Hours are Central Standard Time. By calling Tech Support first they can ask you the appropriate questions to resolve your issues faster. Typically with IT issues, it is important for the help desk to have key diagnostic answers about what kind of machine you are using referenced above. In any email communication, clearly outline the problem as thoroughly as possible. Great tip: Capture a screen shot of what you are experiencing and include it.

Step 3: Obtain a CXG (Customer Experience Group) case number for your reported issue (s). This case number documents the situation and allows McGraw Hill to track the issue and work toward a resolution.

3. **Communicate a Positive Attitude and Tone.** We recognize you may be frustrated but keep the communication professional. Don't take your stress out on Tech Support by

being arrogant or aggressive with your concerns. As the sayings go, "You catch more flies with honey than you do with vinegar!"

4. **Be Responsive:** If further information is requested from Tech support, respond immediately. Your case cannot move forward without this information and this will minimize delays in resolving your issue.
5. **Listen Closely and Take Good Notes:** Be more than a good listener be an awesome one to show interest in what Tech Support is saying. No one likes communicating with someone who does not listen. Listening involves paying close attention to what the other person is saying, and taking notes to ensure understanding. Always ask these three questions:
 - Who am I speaking with?
 - Reiterate your understanding of next steps to resolve your issue so everyone is on the same page
 - What is my CXG (Customer Experience Group) case number so I can track the status of my issue?
6. **Feedback:** You have a business professional relationship with Tech Support. Did Tech Support help you - if not why not - did you receive the support you needed evaluate the communication. Did you provide accurate details or enough information explaining what you need? If Tech Support provided outstanding customer service let them know. A simple "Thank You" will be remembered and is appreciated. It's easy to complain and it's just as easy to compliment.
7. **When to escalate a problem to the instructor?** If and only if, Tech Support is unable to assist you, please share your CXG case # with your instructor. Your instructor may or may not be aware of a larger issue occurring but it is important to let them know about your attempts and progress at a solution. This allows for greater communication and faster resolution to your case.

Creating a .har file

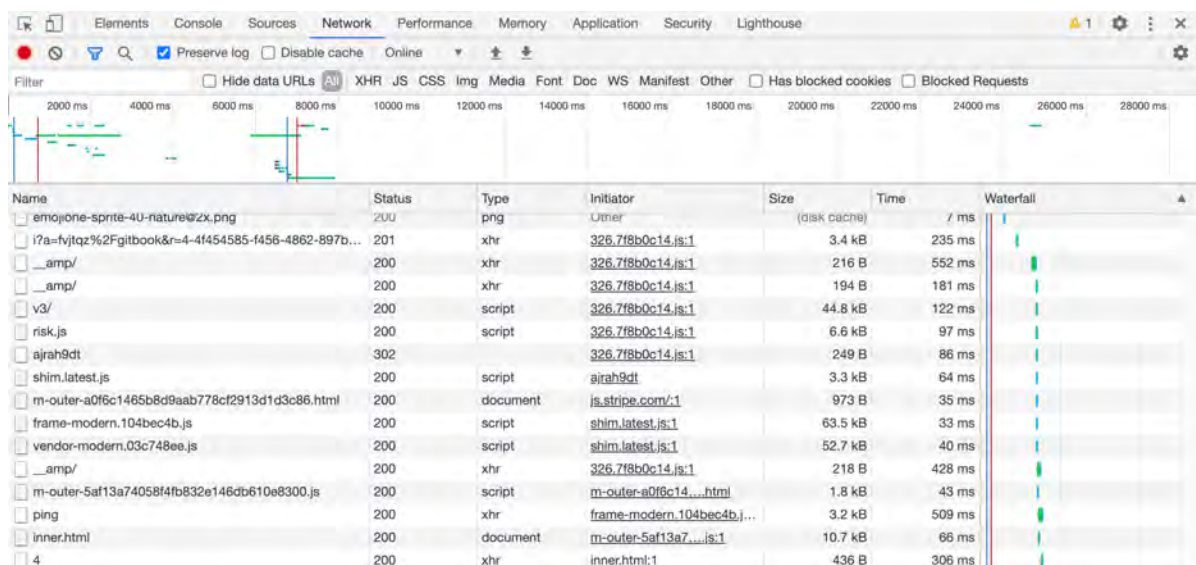
There are times when gathering data about how your computer is accessing SIMnet may be needed to fix a complex issue. When this happens the Support Team may ask you to create a .har file, which records each request to and from SIMnet. The steps to creating a .har file depend on your browser. Select your browser from the tabs and follow the steps to create a .har file for diagnosis.



Success: You will need to turn on .har file logging *prior* to experiencing the error you're reporting. If you turn on .har file logging after the error has occurred, the log won't contain the complete data and you will have to resubmit the .har file.

Chrome

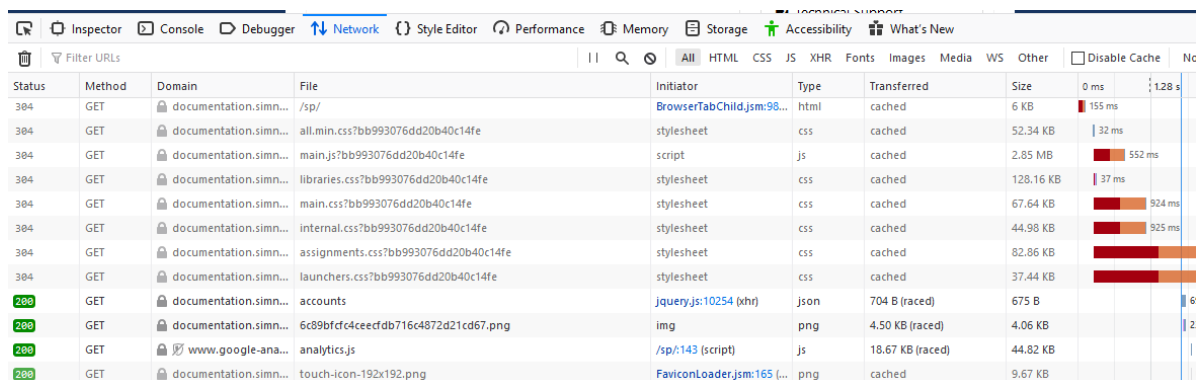
1. Open Chrome to the page where you are having an issue.
2. Click the menu bar at the top-right of your browser window. Highlight **More Tools** and select **Developer Tools**.
3. At the top of the new panel, select the Network tab.
4. Check the **Preserve log** check box.
5. Cause the error that you are experiencing to happen.
6. Right-click on the grid and select **Save all as HAR with content**.
7. Save the file to your computer.



Chrome Network tab

Firefox

1. Open Firefox to the page where you are having an issue.
2. Select the Firefox menu at the top-right of your browser window. Highlight **Web Developer** and select **Network**.
3. At the top of the new window, click the **Network** tab.
4. Cause the error that you are experiencing to happen.
5. Right-click anywhere under the File column and click on **Save all as Har**.
6. Save the file to your computer.

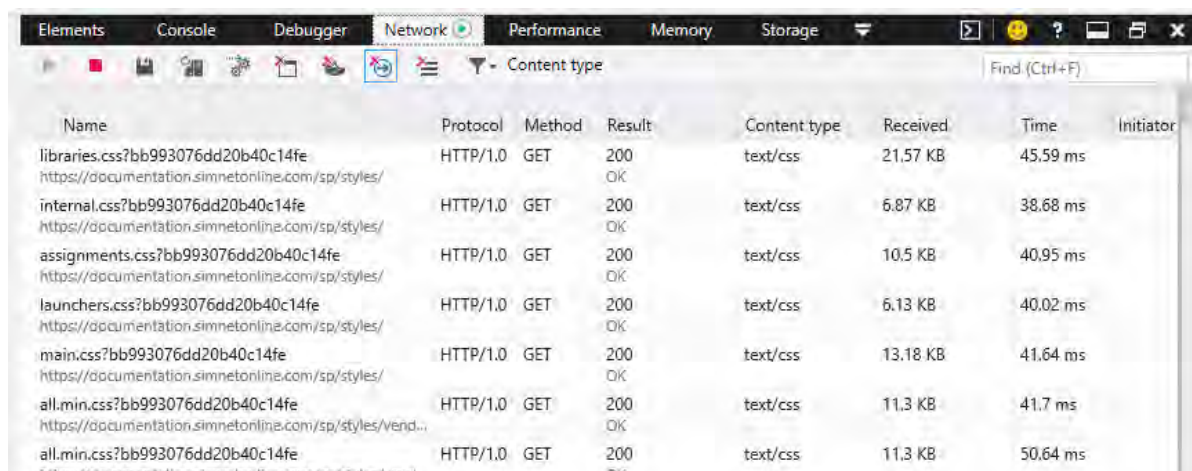


Status	Method	Domain	File	Initiator	Type	Transferred	Size	Time
304	GET	documentation.simm...	/sp/	BrowserTabChild.jsm:98...	html	cached	6 KB	0 ms
304	GET	documentation.simm...	all.min.css?bb993076dd20b40c14fe	stylesheet	css	cached	52.34 KB	32 ms
304	GET	documentation.simm...	main.js?bb993076dd20b40c14fe	script	js	cached	2.85 MB	552 ms
304	GET	documentation.simm...	libraries.css?bb993076dd20b40c14fe	stylesheet	css	cached	128.16 KB	37 ms
304	GET	documentation.simm...	main.css?bb993076dd20b40c14fe	stylesheet	css	cached	67.64 KB	924 ms
304	GET	documentation.simm...	internal.css?bb993076dd20b40c14fe	stylesheet	css	cached	44.98 KB	925 ms
304	GET	documentation.simm...	assignments.css?bb993076dd20b40c14fe	stylesheet	css	cached	82.86 KB	
304	GET	documentation.simm...	launchers.css?bb993076dd20b40c14fe	stylesheet	css	cached	37.44 KB	
200	GET	documentation.simm...	accounts	jquerryjs:10254 (xhr)	json	704 B (raced)	675 B	6:
200	GET	documentation.simm...	6c89bfc4c4cecfdb716c4872d21cd67.png	img	png	4.50 KB (raced)	4.06 KB	2:
200	GET	www.google-ana...	analytics.js	/sp/:143 (script)	js	18.67 KB (raced)	44.82 KB	
200	GET	documentation.simm...	touch-icon-192x192.png	FaviconLoader.jsm:165 (...)	png	cached	9.67 KB	

Firefox Network tab

Edge

1. Open Edge to the page where you are having an issue.
2. From the menu bar highlight **View** then **Developer** and select **Developer Tools**.
3. From the new window, select the **Network** tab.
4. Check the **Preserve log** check box.
5. Cause the error that you are experiencing to happen.
6. Right-click on the grid and select **Save all as HAR with content**.
7. Save the file to your computer.



Name	Protocol	Method	Result	Content type	Received	Time	Initiator
libraries.css?bb993076dd20b40c14fe https://documentation.simnetonline.com/sp/styles/	HTTP/1.0	GET	200 OK	text/css	21.57 KB	45.59 ms	
internal.css?bb993076dd20b40c14fe https://documentation.simnetonline.com/sp/styles/	HTTP/1.0	GET	200 OK	text/css	6.87 KB	38.68 ms	
assignments.css?bb993076dd20b40c14fe https://documentation.simnetonline.com/sp/styles/	HTTP/1.0	GET	200 OK	text/css	10.5 KB	40.95 ms	
launchers.css?bb993076dd20b40c14fe https://documentation.simnetonline.com/sp/styles/	HTTP/1.0	GET	200 OK	text/css	6.13 KB	40.02 ms	
main.css?bb993076dd20b40c14fe https://documentation.simnetonline.com/sp/styles/	HTTP/1.0	GET	200 OK	text/css	13.18 KB	41.64 ms	
all.min.css?bb993076dd20b40c14fe https://documentation.simnetonline.com/sp/styles/Vend...	HTTP/1.0	GET	200 OK	text/css	11.3 KB	41.7 ms	
all.min.css?bb993076dd20b40c14fe	HTTP/1.0	GET	200	text/css	11.3 KB	50.64 ms	

Edge Network tab

Safari

1. Open Safari to the page where you are having an issue.
2. Open the **Develop** menu and select **Show Web Inspector**. If you do not have the Develop menu available, click **Preferences**, then select **Advanced** and click the **Show Develop menu in menu bar** check box.
3. Click the **Network** tab.
4. Cause the error that you are experiencing to happen.
5. Click **Export** on the far right of the network tab.
6. Save the file to your computer.

